

## Tenant Fees Schedule

<b>Holding Deposit</b> (per tenancy)	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person/s (including any guarantor/s) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
<b>Security Deposit</b> (per tenancy. Rent under £50,000 per year)	<b>Five week's rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Security Deposit</b> (per tenancy. Rent over £50,000 per year)	<b>Six week's rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Unpaid Rent</b>	Interest at 4% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. This will not be levied until the rent is more than 14 days in arrears.
<b>Lost Key(s) or other Security Device(s)</b>	Tenants liable for the actual cost of replacing any lost or stolen key(s) or other security device(s). If as a result , the locks need to be replaced, the actual cost of a locksmith, new lock and replacement keys for the tenant, landlord or any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s)
<b>Out of Hours Loss of Key(s)</b>	If entry is needed outside office hours (9.00am - 6.00pm MON-FRI, 10.00am - 4.00pm SAT) there will be a charge of £50 plus £15 per hour travel costs (up to a maximum of 3 hours)
<b>Variation of Contract</b> (Tenant's Request)	<b>£75 (inc.VAT) per agreed variation.</b> To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
<b>Change of Sharer</b> (Tenant's Request)	<b>£75 (inc.VAT) per replacement tenant or any reasonable cost incurred if higher.</b> To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks , deposit registration as well as the preparation and execution of the new legal documents.
<b>Early Termination</b> (Tenant's Request)	Should the tenant wish to terminate their tenancy contract early, they will be liable for the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of the rent outstanding on the tenancy.