

## Tenant Fees and Charges

Prior to the tenancy being offered, credit, employer, previous landlord and bank references may be obtained in respect of all tenants by professional referencing agencies acting on our behalf. Any offer of a Tenancy is strictly subject to satisfactory references being passed and all referencing results will be shared with the Landlord.

### Before you move in:

#### Payment of Intent – equivalent to 1 week's rent

This is to reserve a property. Please Note: This will be withheld if any relevant person (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).

#### Rent in Advance

Under the terms of the tenancy agreement you will usually be required to pay 1 months' rent in advance prior to the commencement of the tenancy.

#### Security Deposit (per tenancy)

Rent under £50,000 per year - Five weeks' rent

Rent over £50,000 per year - Six weeks' rent

The deposit is held to protect your Landlord in the event that you do not meet your obligations under the terms of the tenancy. Whilst you should check the tenancy agreement for details specific to your tenancy, where you enter into an Assured Shorthold Tenancy, the deposit will be registered with a Custodial Deposit Scheme. This means that no deductions can be made until you and the Landlord have reached an agreement or there is a judgement by the courts, or the adjudicators of the specific deposit protection scheme have made a final decision.

#### Proof of Identity

You MUST supply us with One form of Photo Identification (Passport or Driving Licence Only). If you are a foreign national, by law we require proof of your permission to reside in the UK, e.g. a residence permit or visa. Please note that we must see the originals of all identity documents and we will not accept photocopies or photographs – you must present these documents yourself in person. As well as photo ID, we also require a proof of address, i.e. a utility bill or council tax bill in your name at the given address which must be dated within the last 3 months. A UK driving licence does provide both photo ID and proof of address, provided the address shown and that given by you are the same.

From Companies, we require a Proof of Identity of the Director or Authorised Signatory, as well as proof of directorship or proof of authority to sign.

#### Stamp Duty Land Tax

Tenancies of a high value (rent exceeding £125,000.00) are liable for Stamp Duty Land Tax (SDLT) and you should contact HMRC for more details where applicable.

## Other possible charges during your tenancy:

### Unpaid rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

### Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord 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).

### Cleaning

Please be aware that when you return the property, it must be cleaned to a professional standard or to that stated in the inventory and schedule of condition. You should factor the cost of a potential clean at the property when taking the tenancy.

### Variation of Contract (Tenant's Request) £50 (inc. VAT) per agreed variation.

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

### Change of Sharer (Tenant's Request) £50 (inc. VAT)

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 new legal documents. (per replacement tenant or any reasonable costs incurred if higher)

### Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to 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 rent outstanding on the tenancy.



We are members of the National Association of Estate Agents (NAEA) and subscribe to their Code of Conduct and we hold **Client Money Protection as supplied and administered by Propertymark. Scheme Ref: C0129411**



We are members of The Property Ombudsman and abide by The Property Ombudsman Code of Practice. (Company Ref: T00247)



The Deposit will be held with the Tenancy Deposit Custodial Scheme (TDS)