



TENANT FEES FOR NON-HOUSING ACT TENANCIES

Holding Deposit (per tenancy)

Equivalent of one weeks rent, which will be put towards your first month rent due at the commencement of the Tenancy. 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).

Tenancy Agreement Preparation

£150 (Inc. VAT)

Company Reference checks

£45 (Inc. VAT) per reference.

Deposit

Usually equivalent to six weeks rent or if you have a pet, this is usually equivalent to eight weeks.

Stamp Duty Land Tax

This tax is payable on tenancies where the rent exceeds £125,000

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).

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)

£150 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

Early Termination (Tenant's Request)

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.

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.

Petras Property Ltd is a member of The Property Ombudsman (TPO) which provides a free, impartial and independent service for the resolution of disputes between consumers and property agents. We follow TPO's Codes of Practice which set the standard expected from property professionals. TPO's Codes of Practice can be found on their website www.tpos.co.uk or can be requested directly from us. TPO's service is free of charge to consumers.

We are members of the [Client Money Protection \(CMP\) Scheme](http://www.nfopp-regulation.co.uk/protecting-clients-money.aspx) by the National Federation of Property Professionals (NFoPP), further details of which can be found on their website www.nfopp-regulation.co.uk/protecting-clients-money.aspx