



Summary Of Charges For Tenants

Holding Deposit	Calculated at 1 weeks rent (rent x 12 divided by 52) This is taken at the point an offer has been accepted by a landlord and prior to references being processed. This payment is held for 15 days by which point the tenancy agreement must be signed and dated. The holding deposit will be offset against the total balance due from the tenant prior to moving in. Should a tenancy not proceed due to unacceptable references or the tenant withdraws their application then the holding deposit will be retained by the agent / landlord (further details can be found in our Tenant's Guide)
Security Deposit	Equivalent to 5 weeks rent (rent x 12 divided by 52 x5)
Late Payment Of Rent	From day 14 of the rent being late, the tenant will be charged a late rent payment back dated to when the rent was first due. The charge will be calculated at 3% above the Bank Of England base rate.
Lost Keys	Tenants will be charged the reasonable costs involved in obtaining replacement keys which could include the charges for a locksmith's call out charge if applicable.
Changes To A Tenancy	After the tenancy has started, should you request a change to the tenancy agreement i.e. permission to keep a pet, we will charge £50 for any permission / change to the tenancy required. This is subject to landlords agreeing to a change in the tenancy.
Early Termination	If a tenant requests an early termination of their tenancy and subject to the landlords agreement, the tenant will be responsible for reimbursing the costs to the landlord in re-letting and any rent due until a new tenant can be found.