

All fees are inclusive of VAT

## Guide to charges for Tenants

|                                |   |
|--------------------------------|---|
| <b>Holding Fee:</b>            | A holding deposit equal to one weeks rent will need to be paid whilst reference checks and preparation for a tenancy agreement are undertaken. The holding deposit is non-refundable if you have provided false or misleading information, if you fail a right to rent check, if you withdraw your offer from a property or if you fail to take all reasonable steps to enter into a tenancy agreement. |
| <b>Change of tenant Fees:</b>  | £120 - When varying a contract. Further details of this procedure are available on request  |
| <b>Early Release Fees:</b>     | £250 - When varying a contract. Further details of this procedure are available on request  |
| <b>Lock Out/Lost Keys Fees</b> | No Fee Applies - During Office Hours<br>£50 - Outside of Office Hours<br>At Cost - Replacement Keys/ replacement of locks / Locksmith Call out  |
| <b>Late Rent Payment Fees</b>  | Interest will be charged at a rate of 3% above the Bank of England Base Rate from the date on which the rent was due until the date on which the rent is actually paid.   |
| <b>Company Let Agreements</b>  |   |
| <b>Admin fee</b>               | £250 - To Include: administration of application, referencing, preparation of legal documents, deposit registration, check-in, final property visit, check-out, deposit return negotiations.  |
| <b>Early Release Fees:</b>     | £250 - When varying a contract. Further details of this procedure are available on request  |
| <b>Lock Out/Lost Keys Fees</b> | No Fee Applies - During Office Hours<br>£50 - Outside of Office Hours<br><br>At Cost - Replacement Keys/ replacement of locks / Locksmith Call out  |
| <b>Other Charges</b>           | £15 for any rent that is outstanding 5 days after the due date<br>£50 re-visit to a property<br>£50 re-arranging a check-out<br>10% + VAT of any costs incurred for cleaning or repairing any damage to the premises at check-out   |

June 2026

