

## A Guide to Tenant Fees – For Contracts Signed After 1 June 2019

### Deposit

A **holding deposit** equivalent to one week's rent must be paid in advance. Once the Tenancy Agreement has been signed, this can be used towards the first month's rent.

A **security deposit** will be capped at no more than **5 weeks** of the rental value.

### Payment of Rent

The first instalment of rent must be paid in **cleared funds 4 working days** before you take up occupation. Thereafter, rent is payable by standing order to arrive on the due date. Non-payments after 15 days will incur interest at **3%** over Bank of England Base Rate, which will be charged daily on outstanding rent and backdated.

### Change of Tenancy

If you wish to change the tenancy, we will charge an administration fee up to the value of **£50.00**.

### Key & Fob Duplication

In the event that a Tenant loses, or does not return keys or fobs to a Property, we will replace them and the Tenant will be responsible for the relevant cost.

All charges are inclusive of VAT.