



- 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 if you fail to take all reasonable steps to enter into a tenancy agreement.
<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 £50 - Outside of Office Hours  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.

## Company Let Agreements

<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 £50 - Outside of Office Hours  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 £50 re-visit to a property £50 re-arranging a check-out 10% + VAT of any costs incurred for cleaning or repairing any damage to the premises at check-out

