

## Tenant Fee Information and Schedule.

You will not be asked to pay a fee to enter into a tenancy agreement. The exceptions are where the tenancy is via an occupation license or Company application. Where this is applicable, then we will advise prior to any financial commitment is made.

Holding Fee –	Student properties	<b>£100</b>
	Other properties	<b>£100</b>

This is to reserve a property. This means we cease viewings for 7 days, from the day after payment.

Where the application proceeds with all requested information received, the tenancy is signed and all guarantor documentation returned and the tenancy signed, this money is refundable, or can be used to decrease the deposit payment.

The money will be withheld if; any relevant person (including guarantors) withdraw from the tenancy, fail a Right to Rent Check or to supply the requested information, provide materially false or misleading information and/or fail to sign the tenancy agreement (and/or Guarantor Documents/Deed) within 15 days of an application form being sent. Unless an alternative timescale has been agreed in writing.

Deposits –	Full time Students <b>£250 per person*</b>
	Other Applicants Equivalent of <b>5 weeks rent.</b>
	Unless otherwise agreed in writing.

The Deposit is due at a specified date before the tenancy starts and will be held in a Deposit Scheme. The reasons for deposit retentions and how the money is processed are outlined in your Tenancy agreement and Deposit documentation.

Lost Keys or other Security devices	Tenants are liable for the cost of any keys and any work required by a locksmith or other contractor to resolve. With the addition of <b>£24 per hour</b> , for any time taken by Key Properties in resolving these matters, during office hours.
Tenant request to Vary tenancy	<b>£50 inc vat.</b> Covers costs to take instruction from the Landlord prepare and provide updated documents.
Tenant request to Change Tenant	<b>£50 inc vat</b> to take instruction from the landlord, prepare and provide updated documents.
Tenant request to terminate earlier than the notice peiroad	Would need to meet the landlords costs in arranging a new tenancy agreement prepare and provide updated documents.
Unpaid Rent	Interest is charged at 3% above the bank of England Base Rate from the rent due date, however this will not apply until the rent is more than 14 days in arrears. Where rent is more than 21 days overdue , then any email or other demand for rent, will incur an administration charge of <b>£24 inc vat.</b>
Failed Contractor	Where an agreed day and time for a contractor to attend is confirmed. In the event they have failed access then this will incur a charge of <b>£36 inc vat</b>
Lost or mislaid key Out of office hours	A charge of <b>£60 inc vat</b> for a person to attend Where entry is not possible, this is reduced to <b>£30 inc vat.</b>

\*Assumes a suitable guarantor is provided