

TENANT FEES	
DEPOSIT FEES	
<i>Deposit for a long let tenancy</i>	Equivalent to five weeks' rent
<i>Deposit for a short let tenancy</i>	£700 or equivalent to one weeks' rent (whichever is greater)
OTHER FEES	
<i>Default fee for late payment of rent</i>	Chargeable from 14 days arrears calculated on the interest at 3% above Bank of England base rate on the late payment of rent for each day that the payment is outstanding.
<i>Loss of a key or other security device</i>	Landlords and letting agents can charge a tenant a fee to cover the cost of replacing the lost key or security device (e.g. fob, electronic device for garage doors / security gates). This will be the actual cost of the replacement.
<i>Contract variation, novation, amendment or change of occupant</i>	When a tenant has requested it within an existing tenancy, landlords and letting agents can charge to vary, assign or replace a tenancy. Fee charge £50 (including VAT).
<i>Payment on termination of a tenancy</i>	Landlords and letting agents can require a tenant to make a payment for an early termination (surrender) of the tenancy agreement at the tenant's request.
<i>Fees for non-Assured Shorthold Tenancies / non-Licences / Company Tenancies</i>	This is a fixed-cost fee that can cover a variety of works depending on the individual circumstances of each tenancy, including but not limited to conducting viewings, negotiating the tenancy, verifying references, undertaking Right to Rent checks (if applicable) and drawing up contracts. It is charged on a per individual basis – not per tenancy. The charge will not exceed £275 inc VAT per individual and will only be applied to the first four individuals entering into the tenancy where there are more than four individuals taking occupation of the property. The charge will not exceed this sum unless you request or cause one of the specific additional services or fees set out elsewhere in this document.
All fees unless otherwise stated are inclusive of VAT	