



## Tenant Permitted Fees Schedule

### Costs of moving and renting

Description	Fee
<b>Holding Deposit</b> in order to apply for /reserve the property. Please Note: This fee will be non-refundable if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right to Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). *If the tenant is a company (PLC, Ltd or LLP) an administration fee is payable to reserve the property instead of a holding deposit.	1 Week's rent (calculation example: monthly rent x 12 divided by 52)
<b>The Rent</b> as agreed for the property and specified in the Tenancy Agreement	Subject to agreement – the holding deposit will be allocated to the first month's payment
<b>Security Deposit</b>	5 Week's rent (calculation example: monthly rent x 12 divided by 52 x 5)
<b>Tenant request for variation of terms Fee</b> (removing/adding sharer) for redrafting Tenancy Agreement, referencing new tenant(s), re-registering the deposit and producing prescribed information notice	£50 INCL per tenant variation.
<b>Early Release Charge</b> Applying to end the Tenancy outside of the Tenancy Terms, they are required to cover the loss incurred by the Landlord as a result of early termination	Landlord's costs of re-marketing and setting up a new tenancy. Fees. Please refer to our website <a href="http://www.geoffreymatthew.co.uk">www.geoffreymatthew.co.uk</a> for details of landlord fees.
<b>Late Payment of Rent</b> <i>Calculated from the date the rent fell due but not chargeable until payment is 14 days late</i>	3% per annum above the Bank of England Base rate
<b>Replacement Key/Building Fob Charge</b> There may be instances where a barrel/lock change is required to maintain property security and the Tenant will be charged for the locksmith also.	Reasonable cost of replacement – evidence of charge available on request
<b>*Company tenant</b> This is to reserve a property and is a non-refundable referencing fee, set up fee and contribution to the tenancy agreement. A full security deposit will also be required (Company tenant is defined where the tenant will be PLC, Ltd or LLP)	£500.00 (inc. VAT)



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