



**QSALES &
LETTINGS**

Summary of Fees

Holding Deposit (per tenancy)

One week's rent – This is required to reserve a property. The holding deposit will be withheld if any relevant parties (including guarantors) withdraw from the tenancy, fail the Right to Rent check, provide false or misleading information, or fail to sign the tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or another mutually agreed deadline).

Security Deposit (per tenancy)

- **For rents under £50,000 per year:** Five weeks' rent – This covers any damages or defaults by the tenant during the tenancy.
 - **For rents of £50,000 or over per year:** Six weeks' rent – This covers any damages or defaults by the tenant during the tenancy.
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Unpaid Rent

Interest will be charged at 3% above the Bank of England base rate from the rent due date until paid, to cover the pursuit of unpaid rent. **Note:** This will not be applied until rent is more than 14 days overdue.

Lost Key(s) or Other Security Device(s)

Tenants are responsible for the full cost of replacing lost keys or security devices. If locks need to be changed, the cost of the locksmith, new locks, and replacement keys for the tenant, landlord, and other parties will be charged. If additional time is required for replacement, there will be a charge of £25 per hour (including VAT).

Variation of Contract (Tenant's Request)

£50 (including VAT) – Covers the costs of obtaining the landlord's instructions and preparing and executing new legal documents for agreed variations to the tenancy agreement.

Change of Sharer (Tenant's Request)

£50 (including VAT) per new tenant – Covers the costs of taking the landlord's instructions, conducting tenant referencing and Right to Rent checks, registering the deposit, and preparing and executing new legal documents. Additional costs may apply if the process is more complex.

Early Termination (Tenant's Request)

If the tenant wishes to end the contract early, they will be liable for the landlord's costs of re-letting the property, as well as any rent due until the start date of a new tenancy. These costs will not exceed the remaining rent due on the tenancy.