



# FEES TO: TENANTS

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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY:  
ARLA & THE TENANCY DEPOSIT  
SCHEME (TDS)



INDEPENDENT REDRESS  
PROVIDED BY: TPOs



[WWW.ARLA.CO.UK/FIND-AGENT](http://WWW.ARLA.CO.UK/FIND-AGENT)

## BEFORE YOU MOVE IN:

### Holding Fee—equivalent of one weeks rent

The holding deposit is a refundable deposit with a deadline for agreement of 15 days from the receipt of the deposit unless an alternative date is agreed.

If the tenant provides false or misleading information which reasonably affects the decision to let the property to them, fails a right to rent check, withdraws from the proposed agreement (decides not to let) or fails to take all reasonable steps to enter an agreement (ie is not responding to reasonable requests for information required to progress the agreement), then the holding deposit will not be returned. Tenants who are proceeding with their application can put the holding deposit towards their deposit which is equal to 5 weeks rent.

## DURING THE TENANCY:

During the tenancy the following permitted payments will apply if necessary:

Changes to the tenancy will be **£ 50.00 excluding VAT or £60.00 including VAT**

Examples of this are as follows

To change the tenants on a tenancy

Reasonable costs associated with an early termination of the tenancy after approval by the landlord will be charged. The rent must be paid until the date the new tenancy starts or your tenancy ends. The departing tenant is to cover all landlord costs in respect of securing a new tenant. The fees charged must not be any more than the rent outstanding until the end of the tenancy.

Payment of interest for late payment of rent is set at 3% above the Bank of England base rate for each day that the payment is Outstanding. The levy for the late payment will be made on day 14 but charged from day one.

Payment for the loss of keys/security devices. All costs incurred by the supplier of the key/security device will be passed to the Tenant, along with an administration fee of **£15.00**.

IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES, PLEASE ASK A MEMBER OF STAFF.