

Tenants Guide to Charges

Permitted charges in accordance with the Tenant Fee Act 2019

HOUSING ACT TENANCIES (AST)

Description	Charge
General fees and charges	
First month's rent	In advance
Holding deposit	Equivalent of one weeks rent, which will be put towards your first rent due on completion of the tenancy.
Any tenancy agreement specially negotiated clauses agreed after the tenancy agreement has been signed	£50.00 or for any reasonable costs incurred if these are higher than £50.00
Tenancy deposit: annual rent less than £50,000	Equivalent to five weeks' rent
Tenancy deposit: annual rent £50,000 or more	Equivalent to six weeks' rent
Change of Occupant/Sharer	Up to £50.00 for each change of occupant or any reasonable costs incurred if these are higher than £50.
Early termination	All costs, fees and charges incurred by the landlord for allowing early termination including the agent's existing or re-letting fees.
Stamp Duty Land Tax	Payable on tenancies where the rent (for the whole time a tenant stays in the property) exceeds £125,000.
Default fees and charges	
Late, unpaid, returned rent payments	3% above the base rate of Bank of England per annum, calculated daily. When rent is more than 14 days late.
Lost keys	Any cost incurred for the replacement of keys, fobs, security devices or associated items which have been lost, damaged or broken.

All our fees and charges are shown including VAT.

PropertyTime is a member of and covered by SafeAgents Client Money Protection Scheme. PropertyTime are also members of a redress scheme provided by The Property Ombudsman www.tpos.co.uk. Copies of the TPO Code of Practice plus our complaint procedure are available upon request.

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NON-HOUSING ACT TENANCIES (NHA)

Description	Charge
Holding Fee	Equivalent to two weeks of rent. If you withdraw from the tenancy you will lose the entire holding fee.
Tenancy paperwork	£350.00 per tenancy for contract negotiation and arranging the tenancy
Deed of guarantee	£120 per deed
Company reference checks	Private tenancy: £180.00 per person Company tenancy: £360.00 per letting
Deposit	Usually equivalent to six weeks rent or if you have a pet this will usually be equivalent to eight weeks.
Withdrawing from the tenancy	Loss of holding fee
Call out services (inc out of hours)	£65 per hour and/or you'll have to pay the contractors invoice where your actions or lack of actions result in us or a contractor attending the property to remedy the situation.
Last minute cancellation or no cancellation of pre-arrange visits.	£65 per visit and any contractor invoice. If you cancel an appointment less than 24 hours before, or we have arranged to visit your property and we can't gain access.
Hourly rate	£65 plus any replacement costs if we or the landlord have to replace any damaged or broken items, or return any fixtures or fittings to their original position, as per the inventory.
Any overseas payment charges	£30 per payment. Unless you ask us to pay monies to a UK bank account instead.
Late/unpaid/returned rent payments	£65 late payment charge and 3% above the base rate of Bank of England per annum, calculated daily.
Change of sharer	£375
Additional sharer	£75 if they change at the same time as the above
Renewal negotiation	£100 for each renewal. If additional referencing is required we'll also charge you £45 per reference.
Any tenancy agreement specially negotiated clauses agreed after the tenancy agreement has been signed.	£200 each time a change is requested and agreed by the landlord
Early termination	All costs, fees and charges incurred by the landlord for allowing early termination including the agent's existing or re-letting fees.
Stamp Duty Land Tax	This tax is payable on tenancies where the rent exceeds £125,000