

# TENANT FEES SCHEDULE

NEW ASSURED SHORTHOLD TENANCIES  
(ASTs) SIGNED ON OR AFTER 1 SEPT 2019



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<b>Holding Deposit (per tenancy)</b>	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, 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). Once the tenancy is agreed, the holding deposit will be put towards the first month's rent.
<b>Security Deposit</b>	<b>One and a half month's rent (Two and a half month's rent – Students)</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Unpaid Rent</b>	If the Tenant does not pay the rent due to the Landlord under the agreement within 14 days of the due date the Tenant will be issued with a reminder from the Landlord's Agent in writing for which there is a charge of £36 (inc. VAT). Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
<b>Lost Key(s) or other Security Device(s)</b>	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
<b>Out of hours call-out</b>	A call-out charge of £60 (inc. VAT) is payable where the Tenant has locked themselves out of their property and the Agent is called out to the Property outside office hours. If a replacement key cannot be found, the call-out charge is payable and the Tenant agrees the cost of a locksmith charge.
<b>Property visits as a result of tenancy breaches</b>	In the case of a breach of the terms of the tenancy by the Tenant or visit to the Property due to Tenant misuse of the Property, a reasonable administration charge may be made in addition to the costs of any remedial work, in order to compensate the Landlord or Agent his reasonable expenses. This includes maintenance call-outs resulting from tenant misuse or missed appointments for contractor call-outs that result in a call-out charge.
<b>Rent payments that are not by standing order</b>	To pay a card or cash processing fee of £24 (inc. VAT) where rent is paid by means other than Bank Standing Order and to pay a 3% surcharge for commercial or international card payments and £1 per hundred pounds if cash payment is agreed. Please note that if the Tenant fails to cancel the standing order at the end of the tenancy, there is a £36 (inc. VAT) charge for returning overpaid rent.
<b>Early Termination (Tenant's Request)</b>	Should the tenant wish to leave their contract early, an early termination fee of £420 (inc. VAT) is payable if it is mutually agreed between the Landlord and the Tenant that the tenancy is to be ended before the end of the fixed term. The Tenant remains liable for the terms of the tenancy, including rent, until the date that a suitable replacement tenant commences their tenancy and agrees to reimburse the landlord for any costs associated with the early termination.
<b>Company Let Application Fee:</b>	£360 (inc. VAT)

**Please ask a member of staff if you have any questions about our fees.**

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## EXISTING ASSURED SHORTHOLD TENANCIES (ASTS) AND ALL ASSURED TENANCIES (ENTERED INTO PRIOR TO 1<sup>ST</sup> SEPT 2019)

### BEFORE YOUR TENANCY BEGINS

**Tenancy Administration Fee - £234 (inc. VAT) for a single applicant. £90 (inc. VAT) for each additional applicant** - Once you have chosen your property, you will be asked to complete a Tenant Application Form. The Administration Fee is payable in advance by cleared funds (cash or card payment) and covers the cost of taking up references, credit checking, preparing the tenancy documentation and any lost advertising time should there be a delay between paying the administration fee and completing the tenancy documentation. We are therefore, unable to return or transfer this fee if you withdraw from the letting or if your references prove unsatisfactory (although, discretion may apply in certain circumstances). A tenancy agreement must be entered into within 10 working days otherwise the property may be re-marketed and administration fee made forfeit.

**Guarantor Fees: £60 (inc. VAT) per guarantor.** Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Company Let Application Fee - £360 (inc. VAT)**

**Tenancy Amendments - £24 (inc. VAT)**

**Pet Deposit:** Additional Security Deposit of 1 weeks' rent to cover the added risk of property damage. This will be protected with your security deposit in government-authorized scheme and may be returned at the end of the tenancy.

### DURING YOUR TENANCY

**Renewal/Extension Fees (Tenant's Share):** £90 (inc. VAT) per tenancy Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

**Variation of Contract Fees:** £36 (inc. VAT) per request. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

**Change of Sharer Fee:** £90 (inc. VAT) per replacement tenant. To cover the costs associated with taking landlord's instructions, new tenant referencing, deposit registration as well as the preparation and execution of new legal documents.

**Returned cheque or Standing Order - £24.00 (inc. VAT)**

**Cash or card processing fee - £24.00 (inc. VAT)** where rent is paid by means other than Bank Standing Order and to pay a 3% surcharge for commercial or international card payments and £1 per hundred pounds if cash payment is agreed.

### ENDING YOUR TENANCY

**Early Termination:** £420 (inc. VAT) per tenancy plus all rent due under the tenancy until the start date of the replacement tenancy. Should the tenant wish to leave their contract early, the early termination fee is payable if it is mutually agreed between the Landlord and the Tenant that the tenancy is to be ended before the end of the fixed term. The Tenant remains liable for the terms of the tenancy, including rent, until the date that a suitable replacement tenant commences their tenancy.

**Fees on Vacation** (charges as required) - Non-cancellation of Standing Order/Rent Refund Admin Fee - £24.00 (inc. VAT) per refund.

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### OTHER FEES AND CHARGES

**Lost Key(s) or other Security Device(s):** £60 (inc. VAT) plus item cost. Obtaining necessary permissions, sourcing providers and travel costs.

**Out of Hours Service:** £60 (inc. VAT) plus any actual costs incurred. Where actions of the tenant results in the agent (or nominated contractor) attending the property, their time to remedy the situation is charged at the prevailing rate

**Rent Arrears / Returned Payments:** £36 (inc. VAT) per letter, telephone call or email requesting payment plus interest at 5% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

**Duplicate Document(s):** £12 (inc. VAT) per document to cover the agent's costs associated with providing additional copies of any paperwork (tenancy agreement, Inventory, Schedule of Condition etc.) when requested by a tenant.

**Tenancy Breaches** - In the case of a breach of the terms of the tenancy by the Tenant or visit to the Property due to Tenant misuse of the Property, a reasonable administration charge may be made in addition to the costs of any remedial work, in order to compensate the Landlord or Agent his reasonable expenses. This includes maintenance call-outs resulting from tenant misuse or missed appointments for contractor call-outs that result in a call-out charge.

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