

# *Schedule of Fees for Tenants*

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# Our Tenant Fees:

This 'Schedule of Fees for Tenants' is designed to make it absolutely transparent to you as a Tenant what fees apply to you, when and why.

## Before you move in:

- To reserve your property - Holding Deposit of **£150.00** (which must not equate to more than one weeks' rent) Please note, this will be withheld if any relevant person (including any guarantors) 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 fifteen calendar days (or other deadline for agreement as mutually agreed in writing).
- Security Deposit of **five weeks' rent**. This covers damages or defaults on the part of the Tenant during the Tenancy.

*Philip Jarvis*

**Philip Jarvis**  
Director BSc(Hons)  
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# Tenant Fees (contd.):

## During your tenancy:

- For Unpaid Rent -

**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 fourteen days in arrears.

- For Loss of Keys or other Security Devices -

**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 £15.00 per hour (inc.VAT)** for the time taken replacing lost key(s) or other security device(s).

# Tenant Fees (contd):

## During your tenancy:

- Variation of contract (Tenant's request): **£50.00 (inc.VAT)** per agreed variation. To cover the costs associated with taking Landlord's instructions as well as the preparation and execution of new legal documents.
- Change of sharer (Tenant's request): **£50.00 (inc.VAT)** per replacement Tenant or any reasonable costs incurred if higher. To cover the costs associated with taking Landlord's instructions, new Tenant referencing and right to rent checks, deposit registration as well as the preparation and execution of new legal documents.
- Early termination (Tenant's request): Should the Tenant wish to leave their contract early, they shall be liable to the Landlord's costs in re-letting the Property as well as all rent due under the Tenancy until the start date of the replacement Tenancy. These costs will be no more than the maximum amount of rent outstanding on the Tenancy.

## FURTHER INFORMATION:

- Philip Jarvis Estate Agent Ltd is a member of The Property Ombudsman Redress Scheme. [www.tpos.co.uk](http://www.tpos.co.uk)
- Philip Jarvis Estate Agent Ltd is part of the PropertyMark Client Money Protection Scheme. Scheme reference: C0014138.