PORTFIELD
GARRARD & WRIGHT

TENANT FEES SCHEDULE.

Holding Deposit (per tenancy)	**One Weeks Rent.** This is to reserve a property. Please Note: this will be withheld if any relevant person (Including guarantor(s)) 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 15 calendar days (or other Deline for Agreement as Mutually agreed in writing).
Security Deposit (per tenancy. Rent under £50,000 per year).	**Five Weeks Rent.** This covers damages or defaults on the part of the tenants during the tenancy.
Security Deposit (per tenancy. Rent of £50,000 or over a year)	**Six Weeks Rent.** This covers damages or defaults on the part of the tenants during the tenancy.
Unpaid Rent	**Interest at 3%** above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payments of rent. Please Note: This will not be levied until the next rent is more than 14 days in arrears.
Lost key(s) 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 cost of a locksmith, new lock and replacement keys for the tenant, landlord and other person requiring keys will be charged to the tenant. If extra cost is incurred there will be a charge for£15 per hour (Inc. Vat) for the time taken replacing lost key(s) or other security device(s).
Variation of Contact (Tenants Request)	**£50.00 (Inc. Vat) per agreed variation.** To cover the costs associated with taking landlords instructions as well as the preparation and execution of new legal documents.
Change of Sharer (Tenants Request)	**£50.00 (Inc. Vat) per replacement tenant or any reasonable cost incurred if higher.** To cover the cost associated with taking landlords instructions, new tenant references and Right-to- Rent checks, deposits registration as well as preparation and execution of new legal documents.

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

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