

## Tenant Fees

**For the avoidance of doubt, there are NO tenant application fees payable.**

**In addition to paying the rent, you may be required to make the following permitted payments:**

Fee	Cost
<b>Holding Deposit</b> payable when you make an application for a tenancy and we take the property off the market. This is a non-refundable fee, if you as the applicant fail the Right to Rent Check, provide false or misleading information, and unnecessarily delay the application. If the application proceeds to a tenancy in a timely manner the Holding Deposit will be used towards the first month's rent.	= to one week's rent
<b>Tenancy Deposit</b> payable to be held in accordance with The Tenancy Deposit Scheme (TDS) and the terms of the tenancy agreement.	= to five weeks' rent
<b>Rental Arrears</b> payable when the rent has not been paid in accordance with the contractual due date.	3% above the bank of England Base Rate to be charged daily
<b>Replacement for lost keys and security devices</b> payable if the tenant loses keys or damages the locks	= to the cost of the replacement lock and / or device
<b>Surrender of Tenancy</b> payable when it has been agreed between a landlord and tenant for the fixed term tenancy to be extinguished before the end of the stated time.	£200.00
<b>Change of Sharer</b> payable if the tenant requests to make a change in sharer / amendment to the existing contract (please note if OneAgency can evidence that reasonable cost of implementing this change is higher than the stated fee then the additional cost may be charged)	£50.00
<b>Tenancy Amendment Fee</b> payable when a variation or novation to the current contract is required.	£50.00
<b>Company Lets and Non Housing Act Tenancies</b> all tenancy fees are payable as per the below tariff for 'Non Housing Act Tenancies'	
<b>Commissions &amp; Fees</b> we may also receive commissions from insurance companies, referencing companies, utility providers and others.	



## TENANT FEES FOR NON HOUSING ACT TENANCIES

(Applicable for all company tenancies, or tenancies that fall outside of the Housing Act)

Fee	Cost
<b>Tenancy Set up Fee</b> payable to cover the cost of credit references and associated administration costs of creating the tenancy and documentation	<b>£300.00</b>
<b>Guarantor Reference Fee</b> payable in respect of each guarantor when applicable, to cover our additional costs and credit references.	<b>£60.00</b>
<b>Permitted Occupier Fee</b> payable per permitted occupier when applicable, to cover our additional administration costs	<b>£60.00</b>
<b>Company Let Fee</b>	<b>£300.00</b>
<b>Tenancy Amendment Fee</b> payable when applicable, which covers the cost of administration and / or a re-referencing if there is a tenancy change	<b>£120.00</b>
<b>Additional Sign Up Appointment</b> payable when more than one sign-up appointment is required.	<b>£60.00</b>
<b>Tenancy Renewal Fee</b> negotiation and production of a new tenancy agreement after the current fixed term expires	<b>£60.00</b>
<b>Re-Visit (after initial check out)</b>	<b>£60.00</b>
<b>Late Payment Letter</b> payable when the contractual rental payment is not received on time	<b>£36.00</b>
<b>Dishonoured Cheques</b> payable when a cheque payment is returned as unpaid	<b>£36.00</b>
<b>Missed Appointment</b> payable if the tenant arranges an appointment and fails to attend	<b>£48.00</b>
<b>Additional Copy of the Tenancy Agreement</b> payable when an additional copy of the tenancy agreement is requested	<b>£15.00</b>
<b>Reference Request</b> payable when we are requested to complete a reference for a tenant for a new landlord or agent	<b>£36.00</b>
<b>Repairs required at check-out</b> payable when works are required at the end of tenancy and we need to arrange for contractors to complete the works	<b>£60.00</b>
<b>Payments from overseas account</b> payable when we receive monies from an overseas account	<b>£15.00</b>
<b>Non-cancellation of standing order</b> payable if you have failed to cancel your standing order at the end of your tenancy and we need to arrange a refund of the monies	<b>£25.00</b>
<b>Change of Sharer</b> payable for redrafting the tenancy agreement, referencing new tenant(s), re-registering the deposit and producing a prescribed information notice	<b>£360.00</b>
<b>Agents Hourly Rate</b> charged for additional service outside of the agent's normal service, to include arranging additional key cutting and other ad-hoc tasks	<b>£72.00 per hour</b>
<b>Commissions &amp; Fees</b> We may also receive commissions from insurance companies, referencing companies, utility providers and others	