

# TENANT FEES

## BEFORE YOU MOVE IN:

Set out below are how our fees are calculated and clarification of what you will need to pay before you move in to a property. We believe you should be fully informed before you make any decision about a property.

### Tenant Deposit

A deposit equivalent to five weeks rent will be required to be paid at the start of the tenancy. This is subject to referencing.

**Holding fee:** Equivalent to one weeks rent for the chosen property

**Deposits:** All deposits for our managed properties are held by The Deposit Protection Service.

**Client Money:** Raine and Co and The Management Office have insured all client money through Propertymark.

## DURING YOUR TENANCY: PROFESIONAL PROPERTIES

Pay the actual cost of replacing any lost key(s) or security device(s). If the lose results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant(s), Landlord or any other persons requiring keys will be charged to the tenant(s). If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing the lost key(s) or other security device(s). This applies if any keys are not returned to the Landlord or the Landlord's Agent when the Tenant moves out.

Should the Tenant wish to terminate the Tenancy Agreement before the end of the fixed term or before the end of a given notice period, all rents due until the start date of the replacement tenancy and any reasonable cost in finding replacement tenants. The cost will not exceed the maximum amount of rent outstanding on the tenancy agreement.

Pay the reasonable costs (not exceeding £50 inc VAT) for any one variation or and one change to the Tenancy Agreement which is requested by the Tenant and agreed by the Landlord.

Pay £50 (inc.VAT) or any reasonable costs incurred if higher, for the replacement of any one tenant. The tenant will still be liable for any rents until the start date of the replacement tenancy or the date of surrender stated on the Deed of Surrender and Assignment.

## DURING YOUR TENANCY: STUDENT PROPERTIES

Pay the actual cost of replacing any lost key(s) or security device(s). If the lose results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant(s), Landlord or any other persons requiring keys will be charged to the tenant(s). If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing the lost key(s) or other security device(s). This applies if any keys are not returned to the Landlord or the Landlord's Agent when the Tenant moves out.

Pay the Landlord or Landlords Agents reasonable costs (not exceeding £50 inc.VAT) for any one variation or and one change to the Tenancy Agreement which is requested by the Tenant and agreed by the Landlord.

Pay the Landlord or Landlords Agent £50 (inc.VAT) or any reasonable costs incurred if higher, for the replacement of any one tenant. The conditions below apply:

There must be at least six months left to run on the existing Tenancy Agreement.

The tenant will be liable for any rents due until the end of the existing tenancy fixed term or

- a) until the start date of the replacement Tenancy or
- b) the date of surrender stated on the Deed of Surrender and Assignment.

**Independent Redress Scheme: Raine and Co and The Management Office are both registered with The Property Ombudsman Scheme**

**IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES  
PLEASE ASK A MEMBER OF STAFF**