

# TENANT / CONTRACT-HOLDER FEE SCHEDULE

(Fees apply to Property in England and Wales unless stated otherwise below)

<b>Holding Deposit (per Tenancy / Occupation Contract)</b>	<b>One week's rent.</b> This is to reserve a property / dwelling. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy / contract, provide materially significant false or misleading information, or fail to sign their tenancy agreement / Occupation Contract (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). <i>If the tenant is a company (PLC, Ltd or LLP) an administration fee is payable to reserve the property / dwelling instead of a holding deposit.</i> (*Right to Rent Check not applicable for Welsh Properties)
<b>Security Deposit (per Tenancy / Occupation Contract, rent of under £50,000 per year)</b>	<b>Five weeks' rent.</b> This covers damages or defaults on the part of the tenant / Contract-holder during the tenancy / Occupation Contract.
<b>Security Deposit (per Tenancy / Occupation Contract, rent of £50,000 or over per year)</b>	<b>Six weeks' rent*</b> This covers damages or defaults on the part of the tenant / Contract-holder during the tenancy / Occupation Contract.*If you wish to have pets at the property / dwelling, a higher deposit may be required. Please contact the branch for details.
<b>Rent Arrears/Returned Payments (Wales)</b>	<b>£20.00 (inc VAT)</b> 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>Unpaid Rent (England)</b>	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>Company Tenant</b>	<b>£600.00 (inc. VAT)</b> This is to reserve a property / dwelling and is a non-refundable referencing fee, set up fee and contribution to the tenancy agreement. A full security deposit will also be required ( <i>Company tenant is defined where the tenant will be PLC, Ltd or LLP</i> )
<b>Lost Key(s) or other Security Device(s)</b>	Tenants / Contract-holders 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 / Contract-holder, landlord and any other persons requiring keys will be charged to the tenant / Contract-holder. If extra costs are incurred there may be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
<b>Variation of Contract (Tenant's Request) (England)</b>	<b>£50 (inc. VAT) per agreed variation.</b> To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
<b>Change of Sharer (Tenant's Request) (England)</b>	<b>£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.</b> 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.)
<b>Early Termination (Tenant / Contract holder's Request)</b>	Should the tenant / Contract-holder wish to leave their contract early, they shall be liable for the landlord's costs in re-letting the property / dwelling as well as all rent due under the tenancy / Occupation Contract until the start date of the replacement tenancy / Occupation Contract. These costs will be no more than the maximum amount of rent outstanding on the tenancy / Occupation Contract. Please refer to our website <a href="http://www.leaders.co.uk">www.leaders.co.uk</a> for details of landlord fees.
<b>Re-serving a written statement during an Occupation Contract with no amendment (Wales)</b>	<b>£50.00 (inc. VAT)</b>

<b>The Residency Scheme subscription (Optional and please refer to your local branch for details)</b>	<b>Monthly Rental</b>	<b>Monthly Subscription</b>	<b>Monthly Subscription</b>
	Up to £499	Inclusive of VAT	Inclusive of VAT (where pets have been agreed)
	£500 to £999	£35.00	£45.00
	£1,000. to £1,749	£42.00	£52.00
	£1,750 or over	£56.00	£66.00
		£70.00	£80.00

If you have any questions on our fees, please ask a member of staff

**Client money protection:**



**Independent redress scheme :**

