

# TENANT FEES SCHEDULE



## NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1 JUNE 2019

<b>Holding Deposit</b> (per tenancy)	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information, or fails to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
<b>Security Deposit</b> (per tenancy. Rent under £50,000 per year)	<b>Five weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Security Deposit</b> (per tenancy. Rent £50,000 or over per year)	<b>Six weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Unpaid Rent</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>Lost Key(s) or other Security Device(s)</b>	Tenants are liable for 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 any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s). Where a tenant is 'locked out' and the keys are safe inside the property and Christopher Rawlinson & Co hold a spare key, this may be collected during office hours and must be returned to our office within 24 hours. There is no 'Out of Hours' service for collecting keys.
<b>Recommended Locksmith:</b>	 <b>Text 07737 218164 for a 24 hour service</b> <b>Call out charges from £65</b>
<b>Variation of Contract</b> (Tenant's Request)	<b>£50.00 (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</b> (Tenant's Request)	<b>£50.00 (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</b> (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable for 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.

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

Client Money Protection provided by:



propertymark

Independent Redress:



### BEFORE YOU MOVE IN

Requests for additional furniture or removal of existing furniture must be put in writing to the Landlord through Christopher Rawlinson & Co prior to the letting agreement being agreed.

Referencing is essential and we look to confirm your identity, immigration status and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability. Once references are received they may be passed to our the Landlord so that they can make a decision on granting a tenancy.

Prior to Move In you will be expected to pay one month's rent in advance and a security deposit which must be cleared funds on the agreement's commencement date.

A tenancy agreement is a legally binding contract between the Landlord and the Tenant(s), which sets out the contractual responsibilities of both parties. All persons over the age of 18 must be named on the tenancy agreement.

An inventory is the report detailing a property's contents and schedule of condition. This report must be signed and attached to your agreement.

Once you have signed your tenancy agreement you must contact your new service providers (electric, gas, water & telephone), it is advisable to check the meter reading as soon as you get to the property. Tenants are responsible for paying the Utility bills (Council, Water, telephone, Gas and Electric). Tenants are allowed to change suppliers if they wish though we ask that they notify both the Landlord and Agent in writing as a matter of courtesy.

Tenants are responsible for arranging insurance to provide cover for their own contents and personal belongings as the Landlords buildings insurance will not cover this.

Christopher Rawlinson & Co will advise the Tenant who is responsible for managing the property. Where we are not managing the property we cannot authorise any repairs or maintenance, or guarantee the speed at which repairs are carried out. Where we are managing the property, we may have to obtain the Landlords consent before proceeding with a repair.

Where we manage a property and hold keys, we can usually provide access to Christopher Rawlinson & Co's contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is a Tenants responsibility to provide access.

### DURING YOUR TENANCY

**COPIES OF PAPERWORK** (Previously received)  
Where requested, if you are a current tenant and require a copy of a previous agreement a PDF version can be supplied free of charge.

### AFTER YOUR TENANCY HAS ENDED

Previous Landlord/Agent Reference Fee: £50.00 (inc VAT)  
Collating information and preparing a reference for a future landlord or letting agent.

### Letter Confirming Occupation £50.00 (Inc VAT)

If a letter is required to confirm occupation between relevant dates a minimum charge will be levied.

Collection of the above reference and letter are free, though if you chose to have the papers sent to you, they are subject to a postage and packaging charge of £3.50.

The above charges for copies of paperwork or letter confirming occupation are subject to increase if our paperwork is stored off site (filed pre January 2019)

### Anti-Money Laundering Regulations

Christopher Rawlinson & Co are subject to the Money Laundering Regulations 2017. As a result we will need to obtain and hold evidence confirming your identity, proof of your address and source / destination of funds. We will be unable to proceed with any offer until we are in receipt of this information and have completed a satisfactory AML check. Your identity may be subject to an electronic identity check, which may leave a soft footprint on your credit report. Before the tenancy can proceed you need to provide us with a photo ID in the form of a valid Passport, UK Driving Licence or EEA National ID card and proof of your address.

### Data protection and privacy policy

Christopher Rawlinson & Co are registered under the Data Protection Act 1998 and we undertake to comply with the Act in all our dealings with your personal data. Please refer to our Privacy Policy and Cookie Policy for full details of how we acquire and use your personal data and how you can opt out of certain activities. You can find this at [www.christopherrawlinson.co.uk](http://www.christopherrawlinson.co.uk). Please be aware that in the provision of our services, we may instruct other organisations to process personal data on our behalf and/or share personal data with law enforcement agencies, which may also involve the transfer of data outside the European Economic Area.

**There are many reasons why coming to Christopher Rawlinson & Co is a good move. Many agencies focus all of their attention on the Landlord but we understand that tenants are our customers too and we pride ourselves on offering the highest quality service to both our landlords and tenants.**

**We know that the renting process can be stressful so we want to make it as hassle free as possible!**

