

## Tenants' Guide to Charges

Abby Properties is a member of and covered by the ARLA/ Propertymark Client Money Protection Scheme. Abby Properties is also a member of a redress scheme provided by The Property Ombudsman.



Under the Terms of the Tenant Fee Act if you enter into an ASSURED SHORTHOLD TENANCY, payments which may apply will be as follows:	
First months rent	In advance
Tenancy Deposit	5 or 6 weeks depending upon the rental amount OR a Deposit Replacement Insurance Product at a cost equal to 1 week's rent where offered by the LandLord.
Holding Deposit	Maximum 1 week's rent
Early termination when requested by the tenant	A charge not exceeding the financial loss experience by the landlord
Default charge for late payment of rent	Limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late
Default charge for replacement of lost keys or security device	Equivalent to cost incurred
Changing the tenancy documents after the commencement of the tenancy	£14.67 excl. VAT   £50 incl. VAT
Utility, communication services, TV licence and council tax	

A Non-Housing Act Tenancy is formed when one of the following criteria is in place:

- The annual rent exceeds £10,000
- The property is not used as a main or primary home
- The property is occupied by an entity (Company Ltd) rather than an individual
- There is a Resident LandLord.

Please speak with our branch staff if you need clarity on which tenancy might apply for your circumstances.

Under the Terms of the Tenant Fee Act if you enter into a NON-HOUSING TENANCY, payments which may apply will be as follows:	Exclusive of VAT	Inclusive of VAT
Tenancy Setup Fee drafting and execution of tenancy agreement if supplied by us, collecting and holding the Tenancy Deposit as Stakeholder (where applicable), issuing relevant deposit protection certificates (where applicable).	£250	£300
Check-in Fee checking into the property and reviewing inventory	Minimum of £115.00	Minimum of £138.00
Comprehensive Reference Fee (per person, per company and per guarantor (if required))	£75	£90
Renewal Administration negotiating and drafting extension to the fixed term	£120	£144
Change of Sharer – During a fixed term	£500	£600
Change of Sharer – At Renewal of fixed term	£250	£300
Early Termination – Deed of surrender	£125	£150
Late payment of rent	Interest will be charged at 3% above the bank of England base rate	

**Please note:** The holding deposit can be paid on the Goodlord platform by debit card only. All other monies due must be paid via the Goodlord platform or into Abby Properties client account by direct bank transfer. We are unable to accept cash. We do not accept credit cards.