CONTRACT-HOLDER PAYMENTS SCHEDULE

Holding Deposit (per Occupation Contract)	**One week's rent.** This is to reserve a dwelling. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the contract, provide materially significant false or misleading information, or fail to sign their Occupation Contract (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). *If the occupier is a company (PLC, Ltd or LLP) an administration fee is payable to reserve the dwelling instead of a holding deposit*
Security Deposit (per Occupation Contract, rent of under £50,000 per year)	**Five weeks' rent.** This covers damages or defaults on the part of the Contract-holder during the Occupation Contract.*
Security Deposit (per Occupation Contract, rent of £50,000 or over per year)	**Six weeks' rent** This covers damages or defaults on the part of the Contract-holder during the Occupation Contract.* **If you wish to have pets at the dwelling, a higher deposit may be required. Please contact the branch for details.*
Rent Arrears	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.
Company tenant	**£600.00 (inc. VAT)** This is to reserve a 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 *(Company tenant is defined where the tenant will be PLC, Ltd or LLP)*
Lost Key(s) or other Security Device(s)	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 Contract-holder, landlord and any other persons requiring keys will be charged to the Contract-holder.
Early Termination (Tenant / Contract holder's Request)	Early termination of a contract will be considered by the Agent/Landlord and negotiations on any cost will be determined on the individual circumstances. However, it should be noted that there is no guarantee that the Landlord will agree to a proposed early termination and where no such agreement is made, the Contract-holder will remain liable for the total sums as required in the Occupation Contract. The Landlord is fully within their rights to expect to be paid for the entirety of the contract.
Re-serving a written statement during an occupation contract with no amendment	£50.00 (inc. VAT)

The Residency Scheme subscription (Optional and please refer to your local branch for details)

Monthly Rental	Monthly Residency Subscription
Up to £1000	£45.00
£1001 to £1500	£60.00
£1501 to £2000	£70.00
£2001 or over	£75.00

(All prices quoted are inclusive of VAT)

Contract-Holders are advised to read the draft Occupation Contract thoroughly to understand the terms of the agreement and, unless stated otherwise, the Contract-Holder will be liable for associated costs for the duration of their occupation such as, but not limited to, council tax, electricity, gas, water and sewerage, a television licence etc.

Contract-Holders are also advised that they may be liable for default payments (where applicable) payable as pre-agreed sums (where applicable) to the Landlord should the Contract-Holders breach certain terms in the Occupation Contract.

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

Client money protection:

propertymark cmp Client Money Protection

Independent redress scheme:

The Property Ombudsman

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