



# Tenant Letting Fee Guide

## **Before the tenancy starts (Payable to Millbank Estate Agents):**

### **Holding Deposit (per tenancy) – One week's rent**

This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

**Deposit:** This covers damages or defaults on the part of the tenant during the tenancy. A deposit equal to one month's rent will be payable to the Agent on signing the formal Tenancy Agreement. This deposit will be held by Millbanks as stakeholders under the protection of the Tenancy Deposit Scheme (TDS).

**Term of the tenancy:** The property will be Let on an Assured Shorthold Tenancy for an initial fixed term period of six months duration.

### **Early Termination (Tenant's Request)**

Should the tenant wish to leave their contract early, they shall be liable to 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.

## **During the tenancy (payable to the Agent):**

- Payment of up to £50.00 if you want to change the tenancy agreement, to cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
- Payment of interest for the late payment of rent at a rate of 3%.
- Payment of 3% of the rent for the reasonably incurred costs for the loss of keys/security devices. Tenants 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, 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).
- Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy 3% of the rent.

## **During the tenancy (payable to the provider) if permitted and applicable**

- Utilities - Gas, Electricity, Water
- Communications - Telephone and Broadband
- Installation of cable/satellite
- Subscription to cable/satellite supplier
- Television License
- Council Tax

## **Other permitted payments**

Any other permitted payments, not included above, under the relevant legislation including contractual damages.