



## Tenant fees and charges

All charges include VAT at the prevailing rate of 20%, but are subject to change should the VAT rate increase. We reserve the right to amend our fees if we give you reasonable prior notice.

### Offer stage

You should allow for the following payments when making an offer to rent a property:

#### For Assured Shorthold Tenancies (ASTs)

Holding deposit	Equal to one week's rent*
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#### For all other tenancies

Holding deposit	Equal to one week's rent*
Preparation of tenancy agreement (when using a KFH agreement, this may vary if a landlord uses their own agreement)	£300 per tenancy
Referencing - individual applicant or guarantor (including 'Right to Rent' check)	£66 per person
Referencing - company tenant or guarantor	£66 per application
'Right to Rent' check - additional adult occupant	£6 per person
Inventory check-in	£130 per tenancy

All offers are subject to contract.

\*If your offer is accepted then this amount will be off set against the initial rental payment, so you are not making this payment twice. Please be aware that if you make an offer which you later withdraw or if the tenancy application cannot proceed because you have given misleading or incorrect information, then you may lose all or some of the above. Please ask to see the conditions on the holding deposit receipt form for full details.

### References and Right to Rent

All applicant references (where applicable) are undertaken by an independent specialist referencing company. You will be asked to complete their online application form.

You will need to provide us with proof of your right to rent a property in England, in line with the Immigration Acts 2014 and 2016 and to prove your current address (such as an original bank statement, credit card, utility bill, council tax demand, etc. dated within the last three months). We will take a photocopy and return the originals to you. We cannot accept photocopies, faxes or scanned copies from you.

## Offer accepted stage

If your offer is accepted (subject to contract) then before the tenancy starts you will need to make the following payments to us by cleared funds, which are usually:

Advance rent (less the holding deposit already taken as above)	1 x month's rent
Security deposit for ASTs where annual rent is under £50,000	Equivalent of 5 x weeks' rent
Security deposit for ASTs where annual rent is above £50,000	Equivalent of 6 weeks' rent
All other tenancies as agreed between parties	Variable

Further rents will be taken by direct debit from one nominated UK bank account.

All deposits held by us for Assured Shorthold Tenancies will be protected by the Tenancy Deposit Scheme (TDS).

## Renewal charge

Preparation of renewal tenancy agreement for non ASTs	£300 per tenancy
Further Right to Rent ID verification (if necessary) for non ASTs	£6 per adult occupant

## Additional charges

### Reference

If you require a reference for a tenancy or mortgage etc., for non ASTs	£42 per reference
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### Amendments or changes to the tenancy terms

Change or amendment to terms during tenancy, requested by tenant (ASTs)	£50 or reasonable costs
Change or amendment to terms during tenancy, requested by tenant (all other tenancies)	£120

### Early release

If, for any reason, you request your landlord to agree to ending the tenancy earlier than the end date set out in the tenancy agreement (or in line with any break clause included in the tenancy agreement) then he/she does not have to agree to this. However should your landlord agree, then he/she can ask you to reimburse him/her for any financial loss he/she might suffer as a result. This may include:

The equivalent of the letting fee already paid by your landlord to us from the date you wish to end the tenancy until the date you could contractually end the tenancy (calculated as a daily rate)	Variable
The landlord's cost of the preparation of a new agreement	£450
The cost of an inventory check-out	£130

### Change of sharer

Your landlord does not have to agree to you changing any of the named tenants during the tenancy term. However he/she may agree to do so subject to you reimbursing him/her for any financial loss he/she might suffer as a result of ending one tenancy early and creating a new tenancy. This may include:

### Change of sharer for ASTs

The cost of the preparation of a new agreement	£50 or reasonable costs
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### Change of sharer for all other tenancies

The cost of the preparation of a new agreement	£450
The cost of an inventory check-out	£130
Referencing proposed new tenant(s)/guarantor(s)	£66 per person
Re-referencing current tenant(s)/guarantor(s) (at landlord's request)	£66 per person
Further Right to Rent ID verification (if necessary)	£6 per adult occupant
Tenancy deposit protection administration charge	£60

### Late rent payments

Payable once rent is 14 days or more overdue and levied from the first day of rent arrears period	3% above Bank of England Base Rate
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### Lost keys or security devices

The cost of replacing lost keys or security devices	Actual cost of replacement (lost keys or lock changes may incur a £15 per hour administration charge, depending on the circumstances)
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### Lock change or repair

Lock change or repair	Locksmith's charge
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### Income tax

Generally you will pay the rent to KFH by direct debit, to be credited to your landlord's account. However if you pay rent directly to your landlord and he/she is resident outside the UK for more than six months of the year, then you will be responsible for deducting income tax from your rent (at basic rate) and accounting for this to HM Revenue and Customs on a quarterly basis, unless HMRC confirm to you direct and in writing that you do not need to do this.

**Kinleigh Folkard & Hayward is a member of the Propertymark Client Money Protection Scheme, and also a member of the Property Ombudsman, which is a redress scheme.**