

Holding deposit	Maximum one weeks rent
Security Deposit	For rent under £50,000 per year – up to five weeks' rent. For rent over £50,000 per year – up to six weeks' rent.
Variation of Contract (Tenant's Request)	£50.00 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents including payment plans.
Tenancy Assignment Fee (Tenant's Request)	£50.00 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. 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.
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.
Unpaid Rent	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.
Key Replacement	POA various key levy various charges
Lock Change	POA
Replacement Key Fob	POA
Borrow a key from the office to be cut	Tenant must pick the key up in person and pay a £30.00 cash deposit
Call out charges/unauthorised property visits	
Whereby a member of Address Properties or the Landlord attend the property to open the door for you. No keys will be left with tenants.	
N.B. All call outs subject to availability	
Normal office hours (9am - 6pm, Mon - Fri)	£15.00 (inc. VAT)
Out of office hours weekends and public holidays (6pm - 9am)	£50.00 (inc. VAT)