

Fees Table

Fee	Info	Amount (£)
Replacement of keys	Tenants are liable to the actual cost of replacing any lost key(s) or any other security device. If the loss results in the locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and 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.	Cost of key + Staff time
Penalty for late rent	Pay interest on any rent in arrears for 14 days or more at the rate of 3% APR above the Bank of England base rate per annum calculated from the date upon which the Rent was due for payment until the payment date.	3%
Holding deposits	By paying a holding deposit you will agree to forfeit the equivalent of one weeks rent if you do not proceed with the booking and complete the relevant documents within 15 days. This will cover City Lets administration costs, if failing to complete the tenancy agreement and take up occupancy.	One weeks rent
Security deposits	When booking a property with us you may be asked to pay a security deposit which is the equivalent of one months rent. This will then be registered with DPS or My Deposits. Go to www.depositprotection.com or www.mydeposits.co.uk for more information.	One months rent
Novation	This is where you find and replace yourself with a like for like tenant, that the landlord will pre-approve. This will only involve City Lets for standard paperwork. This is a £50 cost to cover the relevant paper work and checks for novation of your tenancy.	£50
Tenant find	We work along side yourself to increase exposure and offer the best chance of filling those empty rooms! We will advertise, conduct viewings and complete all relevant paperwork that is needed.	£300
Landlord Support/ Complete Partner	This partnership format is in line with many classic agency agreements and allows for us to take complete management of your property or portfolio. This is aimed to give you a detachment from the day to day operation, while keeping you informed and part of the financial impact of your investment.	12% + VAT