

## CONTRACT-HOLDER FEE SCHEDULE

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| <p><b>Holding Deposit (per Occupation Contract)</b></p>                                      | <p><b>One week's rent.</b> 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). <i>If the occupier is a company (PLC, Ltd or LLP) an administration fee is payable to reserve the dwelling instead of a holding deposit</i></p> |
| <p><b>Security Deposit (per Occupation Contract, rent of under £50,000 per year)</b></p>     | <p><b>Five weeks' rent.</b><br/>This covers damages or defaults on the part of the Contract-holder during the Occupation Contract.</p>   |
| <p><b>Security Deposit (per Occupation Contract, rent of £50,000 or over per year)</b></p>   | <p><b>Six weeks' rent*</b><br/>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.</p>   |
| <p><b>Rent Arrears/Returned Payments</b></p>   | <p><b>£20.00 (inc VAT)</b> 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.</p>   |
| <p><b>Company tenant</b></p>   | <p><b>£600.00 (inc. VAT)</b> 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 (<i>Company tenant is defined where the tenant will be PLC, Ltd or LLP</i>)</p>  |
| <p><b>Lost Key(s) or other Security Device(s)</b></p>  | <p>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. If extra costs are incurred there may be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).</p>   |
| <p><b>Early Termination (Tenant / Contract holder's Request)</b></p>                         | <p>Should the Contract-holder wish to leave their contract early, they shall be liable for the landlord's costs in re-letting the dwelling as well as all rent due under the Occupation Contract until the start date of the replacement Occupation Contract. These costs will be no more than the maximum amount of rent outstanding on the Occupation Contract. Please refer to our website <a href="http://www.moginiejames.co.uk">www.moginiejames.co.uk</a> for details of landlord fees.</p>   |
| <p><b>Re-serving a written statement during an occupation contract with no amendment</b></p> | <p><b>£50.00 (inc. VAT)</b></p>  |

**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 | £75.00                         |
| £2001 or over  | £85.00                         |

*The Residency Scheme – New Price Structure from 1<sup>st</sup> May 2025*

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

**Client money protection:**



**Independent redress scheme:**

