



RMA Properties – Guide to Charges for Tenants- Updated 1 June 2019

*All charges listed are inclusive of VAT

Holding Deposit

Equivalent to **one week's rental income** this needs to be paid whilst reference checks and preparation of the Tenancy Agreement is undertaken. This is Non-refundable where a tenant provides **false or misleading information, fails a right to rent check, withdraws from a property or fails to take all reasonable steps** to enter into a tenancy agreement.

Company (per tenant)

£200

Early Termination Fees

Where a tenant wishes to leave **before** the end of a fixed term agreement, permission for a tenant change will be granted subject to the landlord's approval. The incoming tenant will pay a holding deposit equivalent to **one week's rent**. This holding deposit will go **towards the first months' rent** when the tenancy starts. The change of tenant fee **below** will be payable by the outgoing tenant **and** any **additional reasonable costs incurred** for the change of the Tenant/s names on the contract.

£50 per tenant

Lock Out/Lost & Replacement Keys

Replacement property keys supplied by the Landlord/Agent which are lost or damaged will be charged to the Tenant up to **£10 per key or up to £20 for a specialist key or up to £50 for a key fob**.

If the lock is damaged and renders the key unusable, the Tenant will be charged up to **£20 per key as above or £50 for a fob, plus the cost of replacing the lock**.

**All these quoted costs or any higher costs incurred will be evidenced in writing as applicable.*

Outside of normal working hours the service is **not** guaranteed and is subject to staff availability. **This service is not available where we do not manage the property:**

During office hours **9am-5pm:**

No costs apply

Outside of the above office hours (external contractor):

£40

Locksmith call out:

At cost

Late Rent Payment fee

If the Tenant fails to pay the rent on the due date for payment, interest shall be charged on the monies owing at a **rate of 3% above the base rate of Bank of England after a period of 14 days being overdue** from the due rent date until the date of the actual rent payment being made.

RMA Properties Ltd are a member of The Property Ombudsman (TPO)
RMA Properties Ltd are a member of Client Money Protect (CMP)
RMA Properties Ltd are a member of the Deposit Protection Service (DPS)