

## Madison Oakley Lettings and Management

### Tenants Charges List:

*\*All fees listed below are not subject to VAT, however if Madison Oakley Lettings & Management go VATable these fees will be + VAT.*

### Tenancy Charges:

**Assignment fee e.g. swapping one tenant for another, removing a tenant or adding a tenant after a tenancy has been created** – £50 payable by outgoing tenant (removal or swapping only) or incoming tenant (adding only) to cover all unforeseen administration and documentation

**Withdrawal request during fixed term tenancy** – £50 to cover all unforeseen administration and documentation and rent until property has new tenant moved in or the tenancy fixed term ends

**Pets request during tenancy** - £50 payable for authority request to the Landlord and relevant disclaimer and paperwork being signed by all parties

**Re-decoration request during tenancy** – £50 payable for authority request to the Landlord and relevant disclaimer and paperwork being signed by all parties

**Sub-letting request during tenancy** – £50 payable for authority request to the Landlord and relevant disclaimer and paperwork being signed by all parties

**Working as a business from the property request during tenancy** – £50 payable for authority request to the Landlord and relevant disclaimer and paperwork being signed by all parties

**New inventory/check in/check out report request during tenancy** - £50 payable for instruction and cover all administration plus invoice of inventory clerk

### Locks/Keys Charges:

**Letting tenant into property e.g. if they have locked themselves outside of Mon-Fri 9am-6pm exc bank holidays working hours** – £15 per hour for agent's labour and material cost of the key if needed

**Full lock change** – This will include extra keys for so that one set is provided to each Tenant, Landlord and Madison Oakley – **Contractor's materials invoice**

**Replacement key** – Yale and or Mortice style key cut – **Materials costs**  
Specialist and/or security keys at cost of specialist locksmith – **Materials costs**

### **Rent Arrears Charges**

*\*If rent is received/contributed regularly by more than one person the charges apply to each person/contribution e.g. if five tenants share the rental payment and are all late, they each incur a late fee per person\**

Late rent fee or part payment only e.g. due 1<sup>st</sup> of the month and paid on 2<sup>nd</sup> – **Interest on the rental arrear based on 3% above the Bank of England rate charges from 15<sup>th</sup> day rent is unpaid and then retrospective to due date.**

\* \* \* \* \*

*Please note these fees are current as of 1<sup>st</sup> June 2019 following the Tenants Fees Act 2019 coming into force. They are subject to periodic review and will be amended by future legislation and it is hereby agreed between the Landlord and Tenant that when any such amendment becomes valid it will be immediately applied at the prevailing rate*