



## TENANT FEE CHART

**All fees inclusive of VAT at 20%  
unless otherwise stated**

Holding Deposit – This is to reserve a property and will be offset against first month’s Rental. Please note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).	<b>One weeks rent</b>
Security Deposit - This covers damages or defaults on the part of the tenant during the tenancy.	<b>Five weeks rent</b>
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.	<b>3%</b>
Lost Keys, Fobs or other Devices - Tenants 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 tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there may be a charge of £15 per hour (inc. VAT) applied, subject to providing written evidence demonstrating the costs were reasonably incurred.	<b>Cost of replacement, £15p/h if extra costs incurred</b>
Tenancy Variation Fee – To cover the costs associated with taking landlord’s instructions as well as the preparation and execution of new legal documents. The cost is per agreed variation.	<b>£50</b>
Change of Sharer – 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. This cost is per replacement tenant or any reasonable costs incurred if higher.	<b>£50</b>

**PHILIP JAMES  
PARTNERSHIP**

Charges stated above are correct as of 21<sup>st</sup> May 2026 and may be subject to change at any time.