

# Easylet Property Management UK Ltd

## FOR TENANCIES STARTING ON OR AFTER JUNE 1<sup>st</sup> 2019

### Holding Fee

We will ask you to pay a Holding Fee when you have viewed a property that you would like to rent from us, this will be equal to one weeks rent. This will, on signing of the Tenancy Agreement, become part payment towards the deposit and rent due in advance.

The full amount of the Holding Fee will be forfeited if the tenancy does not go ahead for the following reasons –

- You provide false or misleading information as part of your application
- You fail the “Right to Rent” checks.
- You withdraw from the proposed agreement
- You fail to take all reasonable steps to enter into an agreement (i.e you fail to provide requested information within the stated time period).

Should the decision be taken not to return your Holding Fee you will be notified of this decision within 7 days.

Once a Holding Fee has been accepted it is expected that tenancy will commence within 14 days unless otherwise agreed in writing between tenant and landlord.

### Administration Fee

No administration fees are payable for your tenancy, however should you request changes to the tenancy agreement at any point then charges may apply. For example, addition or removal of a party on the tenancy agreement is subject to a £50 charge, changes to a tenancy agreement because a tenant has requested permission to keep a pet will be subject to a £50 charge.

### Deposit

The Deposit is equal to a minimum of one month’s rent but may be more dependent on your circumstances, this will be capped at a maximum of five weeks rent. Deposits are registered and insured through Mydeposit.co.uk.

### Guarantor

You will be asked to have a home owning Guarantor for your tenancy. At the discretion of the Landlord a working Guarantor or insurance scheme may be acceptable.

### Rent

Rent is payable in advance. Housing Benefit is paid in arrears. Anyone relying on Housing Benefit or Universal Credit for all or part of their rent is responsible for ensuring that this is kept in payment and that their rent is paid in full. If your rent is more than 14 days late (this is calculated from the rent due date specified in your tenancy agreement) then default charges will apply. A default fee of 3% above the Bank of England base rate will be charged for EACH DAY that the rent is owing.

### Emergency Callout

Our office hours are 9am to 5pm Monday to Friday. Please refer to your Repairs Booklet for the emergency call out phone number; this number may be changed from time to time but we will ensure that all tenants are informed of any change, alternatively if you call the office landline number the out of hours number will be provided in an answerphone message.

### Default Fees Breakdown

Amendment of Tenancy Agreement at the tenants request	£50
Replacement of lost or unreturned keys	£10 per key

If your tenancy started on or before May 31<sup>st</sup> 2019 please refer to the information provided at the start of your tenancy and/or your tenancy agreement. Alternatively please contact the office staff who will be happy to help.

Please note, the fee schedule as set out above does not affect the Landlords entitlement to recover damages for breach of the tenancy agreement by way of a deduction from the tenancy deposit or taking court action. If you have any questions on our fees, please ask a member of Staff.

**We are members of:**



**Their contact details are:**

Premiere House, 1<sup>st</sup> Floor, Elstree Way, Borehamwood, Hertfordshire WD16 1JH, Phone: 0333 321 9418, Email [info@theprs.co.uk](mailto:info@theprs.co.uk)

**Deposits are protected with:**



**Mydeposits**, 1<sup>st</sup> Floor, Premiere House, Elstree Way, Borehamwood, Hertfordshire WD16 1JH, Phone 0333 321 9401

**Client Money Protection scheme - details to follow, if you have any queries please contact Easylet staff.**