



TENANCY INFORMATION – PERMITTED FEES (ENGLAND)

Holding Deposit

- **One week's agreed rent** to reserve the property.

The holding deposit may be retained if any relevant person (including a guarantor):

- Withdraws
- Fails the Right to Rent check
- Provides false or misleading information
- Fails to enter into the tenancy agreement and/or Deed of Guarantee within **15 days** (or another agreed deadline)

If the tenancy proceeds, the holding deposit may be deducted from:

- The first month's rent **or**
- The tenancy deposit

If the tenant withdraws or fails referencing due to non-disclosure or false information, the holding deposit is **non-refundable**.

Tenancy Deposit

- **Rent under £50,000 per annum:** Five weeks' rent
- **Rent £50,000 per annum or more:** Six weeks' rent

The deposit is held as security for damage or default under the tenancy agreement.

Late Rent

- Interest charged at **3% above the Bank of England Base Rate**



- Applied once rent is **14 days overdue**
- Calculated from the rent due date until payment is made

Lost Keys / Security Devices

- Tenant is responsible for the **actual cost of replacement**
- Where locks must be replaced, costs may include:
 - Locksmith charges
 - New locks
 - Replacement keys

An administration charge of **£15 per hour (inclusive of VAT)** may apply where applicable.

Contract Variation (Tenant Request)

- **£50 (inclusive of VAT)** per agreed variation

Change of Sharer (Tenant Request)

- **£50 (inclusive of VAT)** per replacement tenant, **or**
- Reasonable higher costs incurred

This includes:

- Referencing
- Right to Rent checks
- Deposit updates
- Legal documentation



Early Termination (Tenant Request)

- Subject to landlord approval
- Tenant is responsible for reasonable costs, including:
 - Re-letting fees
 - Rent due until a replacement tenancy begins

Costs will **not exceed the rent outstanding** under the tenancy.

Tenant Protection

MAK Property Services is a member of:

- [A Client Money Protection \(CMP\) scheme](#)
(search Forest Estate and Services LTD)
- [The Property Ombudsman \(TPO\)](#)