

## Tenants Guide to Charges

Perry Bishop Limited is a member of and covered by the ARLA Propertymark Client Money Protection Scheme.

Perry Bishop Limited is also a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk).

Copies of complaints procedure can be found on our website or obtainable from the team in branch

All charges listed below are the maximum unless otherwise stated

Description of Charge	Gross (inclusive VAT)
First Months' Rent	In advance
Security Deposit	Maximum 5 weeks rent
Holding Deposit	Maximum 1 weeks rent
Early Termination of the Tenancy	Rental amount until tenancy replacement plus a charge not exceeding the financial loss experienced by the landlord
Late Rental Payment	Limited to interest charged at 3% above Bank of England base rate when rent is more than 14 days overdue.
Replacement of Keys, Fobs or Security Device	Equivalent to cost incurred
Changing of the tenancy documents after the commencement of the tenancy (at tenants request)	£50 inc VAT £41.67 excl. VAT

You will be charged the following fees if the annual rent exceeds £100,000 or if the property is occupied by a Company or the property is not used as a main or primary home.

Description of Charge	Gross (inclusive VAT)	Net (exclusive VAT)
Inventory Check In Fee	Minimum £72	Minimum £60
Tenancy Agreement	£300	£250
Administration Fee	£50	£41
Company Referencing Fee	£180	£216
Individual Referencing Fee (per person)	£50	£41.67
Extension/Renewal Fee	£120	£100
Change of Sharer	£200	£166.66
Arrears Fee	£30	£25
<b>If there are any guarantors for the tenancy:</b>		
Guarantor Referencing Fee	£100 per person	£83.33 per person