

### **Included in your Tenancy Fee & Charges**

- Holding fee to allow Keystones Property to withdraw the property from the market upon the Landlords consent and start the application process of securing the property.
  - Change of tenant during the tenancy
  - Additional tenant fee if added during the tenancy
    - Deposit required

### **Holding Fee**

Equivalent of one week's rent will be requested upfront as a sign of your commitment. Once received the property will be

withdrawn from the market upon consent of the Landlord and all outstanding viewings will be cancelled. This amount will be deducted from your first month's payment of rent before the move in date.

**PLEASE NOTE** The holding deposit is non-refundable if references are declined, or if you decide to pull out of the process.

### **Additional Charges**

#### **Change of Tenant or Additional Tenant**

£102 inc VAT administration fee for a change of tenant or additional tenant.

#### **Amendments to Tenancy**

£60 inc VAT for each amendment.

#### **Security Deposit**

A deposit will be taken prior to move in at the equivalent of 5 weeks rent unless annual rent exceeds £50,000 in which case 6 weeks rent will be due.

#### **Early Termination Fee**

£900 inclusive of VAT to cover the Landlord reletting costs

#### **Additional Maintenance, Key Cutting, Etc**

This will be charged as an expense as to what it would cost the Landlord, there are no administrative costs attached.