

Greene & Co is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. Greene & Co is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk. Copies of the TPO Code of Practice plus our complaint handling procedure are available from any of our branches.

## Permitted Charges in accordance with the Tenant Fee Act 2019

Under the terms of the Tenant Fee Act if you enter into an ASSURED SHORTHOLD TENANCY, payments which may apply will be as follows:		
First month's rent	in advance	
Tenancy Deposit	5 or 6 weeks depending upon the rental amount	
Holding Deposit	maximum one week's rent	
Early termination when requested by the tenant	a charge not exceeding the financial loss experienced by the landlord	
Utilities, communication services, TV licence and council tax		
Default charge for late payment of rent	limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late	
Default charge for replacement of lost key or security device	equivalent to cost incurred	
Changing the tenancy documents after the commencement of the tenancy	£41.67 excl. VAT	£50 inc. VAT

Under the terms of the Tenant Fee Act if you enter into a NON HOUSING ACT TENANCY, payments which may apply will be as follows:	Excluding VAT	Including VAT
<p>A Non Housing Act Tenancy is formed when one of the following criteria is in place:</p> <ul style="list-style-type: none"> <li>The annual rent exceeds £100,000</li> <li>The property is not used as a main or primary home</li> <li>The property is occupied by an entity (Company let) rather than an individual</li> <li>There is a Resident Landlord</li> </ul> <p>If you are in any doubt as to the type of tenancy which will apply to you, please speak to our branch staff.</p>		
Tenancy Agreement	£250	£300
Check-in Fee checking into the property and reviewing inventory	minimum of £60	minimum of £72
Extension agreement	£104.17	£125
Company reference	£145.83	£175
Administration	£41.67	£50
Arrears fee	£25	£30
Overpaid rent return	£20.83	£25
<b>If there are any guarantors for the tenancy:</b>		
Guarantor Referencing Fee inc verification of details, credit check, employer and accountant reference (if available)	£62.50 per guarantor	£75 per guarantor
Deed of Guarantee Fee drafting Deed, negotiating clauses and executing document	£62.50	£75

Please note: The Initial Monies will be confirmed and must be paid by debit card or bank transfer. We are unable to accept cash.

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Registered in England Number 789476

