

21. Fee Schedule

Item	Charge
Advanced Rent Payment	£150 inc. VAT
Unpaid Rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. NB. This will not be levied until the rent is more than 14 days in arrears.
Lost key(s) or other Security Devices	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual cost of a locksmith / engineer, new lock and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant. The charge for a lost fob is £10.
Early Surrender of Tenancy (Tenant's request)	If a tenant wants to end a tenancy early (surrender of tenancy) charges must not exceed the loss suffered by the landlord or reasonable costs incurred in re-letting the property All rent until the agreed surrender date will remain due.

Item	Charge
Changes to a Tenancy (Tenant's request)	When a tenant requests it, Landlords can charge to vary, assign or replace a tenancy but this payment cannot exceed £50 (including VAT) or reasonable costs if higher. This charge is per agreed variation to cover the costs associated with the preparation and execution of new legal documents. Landlords must provide receipts and supporting evidence to demonstrate any costs in excess of £50.
Site Attendance Out of Hours	£0

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