

Tenants' Guide to Charges

FirstPort Lettings is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. FirstPort Lettings 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 our offices.

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	£50.00 inc vat

A Non Housing Act Tenancy is formed when one of the following criteria is in place:

- The annual rent exceeds £100,000
- The property is occupied by an entity (Company let) rather than an individual
- The property is not used as a main or primary home
- There is a Resident Landlord

If you are in any doubt as to the type of tenancy which will apply to you, please speak to a member of our staff

Under the terms of the Tenant Fee Inclusive of VAT

Act if you enter into a NON HOUSING ACT TENANCY, payments which may apply will be as follows:

Tenancy Setup Fee drafting and execution of tenancy agreement if supplied by us, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates, if applicable, individual or company referencing	£195.00	
Check-in Fee checking into the property and reviewing inventory	minimum of 160.00	
Enhanced Reference Fee (per person or company)	£65	
Tenancy Continuation negotiating and drafting extension to the fixed term	£120	
Change of Sharer - Deed of Assignment	£195	
Early Termination - Deed of Surrender	£125	
Late payment of rent	Interest will be charged at 3% above the Bank of England base rate	
If there are any guarantors for the tenancy:		
Guarantor Referencing Fee inc verification of details, credit check, employer and accountant reference (if available)	£50 per guarantor	£60 per guarantor
Deed of Guarantee Fee drafting Deed, negotiating clauses and executing document	£50.00	