



HIGHER VALUES

## TENANT INFORMATION AND FEES

### VIEWINGS

Once you have seen a property online which you would like to view, please call or email us to register your details and we will organise a viewing of the property – providing the relative property details together with the Energy Performance information.

Should you wish to proceed with the property, you will need to provide us with relevant ID and complete an application form.

### PAYMENTS AND FEES

New Assured Shorthold Tenancies (ASTs) Signed on or after 1 June 2019

Payment due immediately – Holding deposit:

One week's rent: This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other agreed Deadline for Agreement as mutually agreed)

The property will remain on the market and we shall not initiate any references until this payment has been made.

Prior to moving in:

Security deposit:

Five week's rent (for rent under £50,000 for the year). This covers damages or defaults on the part of the tenant during the tenancy.

Six week's rent (for rent over £50,000 for the year) This covers damages or defaults on the part of the tenant during the tenancy.

#### HJC SURBITON

17-19 Brighton Road  
Surbiton, KT6 5LR  
020 8390 0404  
surbiton@hjc.co.uk

#### HJC LETTINGS

17-19 Brighton Road  
Surbiton, KT6 5LR  
020 8390 9290  
lettings@hjc.co.uk

#### HJC THAMES DITTON

2 High Street  
Thames Ditton, KT7 0RY  
020 8398 3707  
thamesditton@hjc.co.uk

[www.hjc.co.uk](http://www.hjc.co.uk)

Reg no: 05272208 | VAT no: 864836091





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This payment is due in cleared funds at least 5 working days before you take occupancy. Any tenancy is also subject to vacant possession.

Payment should be made by online bank transfer, bank or credit/ debit payment.

Other Permitted Payments

Late Rental Payment

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Unpaid Rent Lost Key(s) or other Security Device(s)

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 costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. Out of office charges will be at £15 per hour.

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request)

£50 (inc. VAT) per replacement tenant. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the



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replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

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