



Fees Charged to Tenants

Without prejudice to the terms of tenancy and unless otherwise agreed in writing the following fees may be charged: -

Before moving in:

- Holding Deposit – One week rent to be held and used towards payment of rent subject to tenant passing referencing. Holding Deposit is non-refundable if applicant fails reference checks (Identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers, landlords and any other relevant information to assess suitability and affordability). Holding Deposit is also non-refundable if false or misleading information is provided on application form or if the application doesn't progress to a move in within the agreed time scale. This is 2 weeks from date of application unless agreed in writing.
- Deposit equivalent to 5 weeks rent is payable on commencement of agreement unless alternate security is agreed in advance of signing.

During the tenancy:

- Rent is chargeable as per the signed Agreement
- Tenancy amendment fee £50 + VAT (Re-negotiation of tenancy such as Adding additional tenants to the Assured Shorthold Tenancy Agreement, removing a tenant from the Assured Shorthold Tenancy Agreement, Amending the rent Due Date on the Assured Shorthold Tenancy Agreement, adding a Pet to this Agreement, Changing Home Owner Guarantor
- Re-letting the property on behalf of the tenant and with the landlord's consent. To surrender a tenancy prior to the end date of signed agreement. This must be mutually agreed on providing a Deed of Surrender
- Payment for Late Payment of Rent. The tenant must pay 3% above the Bank of England annual percentage rate in interest for each day the payment is outstanding after 14 days of rent being due.
- Supplying copy documents, including duplicate tenancy agreements and inventories £30.00 + VAT per document.
- Payment to provide a reference to a Third Party on request of the tenant £50.00 + VAT
- Payment in respect of utilities, communication services and council tax as per bill
- Payment for Breaching Tenancy Agreement
- Payment for replacement key, fob, key card, alarm code, post box key upto £50.00 our invoice of costs will be available



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Traditional Values Contemporary Approach

email: lettings@codys.info

After the tenancy:

- Charges may become due on check out of tenancy subject to any arrears and damages. This may be claimable from the Deposit, from Home Owner Guarantor or directly from the tenant.

Codys is the trading name of Panda Property Ltd
Company Number: 11759784
Office Address: 43 Spring Bank, Hull HU3 1AG
TEL: 01482 319 200

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