

# TENANTS' GUIDE TO CHARGES

City Prime Properties is a member of redress scheme provided by The Property Ombudsman  
www.tpos.co.uk and ARLA Propertymark www.propertymark.co.uk

## 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

A Non Housing Act Tenancy is formed when one of the following criteria is in place:		
• The annual rent exceeds £100,000 that	• 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 our branch staff.		

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:	Exclusive of VAT	Inclusive of VAT
<b>Tenancy Setup Fee</b> drafting and execution of tenancy agreement if supplied by us, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates, if applicable, Open Banking type referencing of tenant and initial Right to Rent Checks	£350	£420
<b>Check-in Fee</b> checking into the property and reviewing inventory	minimum of £109	minimum of £130.80
<b>Enhanced Reference Fee</b> (per person or company)	£50	£60
<b>Tenancy Continuation negotiating and drafting extension to the fixed term</b>	£150	£180
<b>Change of Sharer</b> - Deed of Assignment	£100	£120
<b>Early Termination</b> - Deed of Surrender	£125	£150

<b>Late payment of rent</b>	Interest will be charged at 4% above the Bank of England base rate
-----------------------------	--

<b>If there are any guarantors for the tenancy:</b>		
<b>Guarantor Referencing Fee</b> inc verification of details, credit check, employer and accountant reference (if available)	£50 per guarantor	£60 per guarantor
<b>Deed of Guarantee Fee</b> drafting Deed, negotiating clauses and executing document	£41.67	£50

<b>Card Charges</b>	
UK Debit Cards	0.45% of transaction amount
UK Credit Cards	1.95% of transaction amount
Overseas/International Debit & Credit Cards	3% of transaction amount

Please note: The Initial Monies will be confirmed and must be paid by debit card or bank transfer. We are unable to accept cash.  
City Prime Properties Ltd trading as City Prime Properties. Registered at 32 Gordon Road, London N3 1EJ Company number 9467421