

# College and County - Guide to Charges – Tenants

All fees are inclusive of VAT

<p><b>Early Release Fees</b> When varying a contract. Further details of this procedure are available on request</p>	<p>£250</p>
<p><b>Holding Deposit</b> A holding deposit equal to one weeks rent will need to be paid whilst reference checks and preparation for a tenancy agreement are undertaken. The holding deposit is non-refundable if you have provided false or misleading information, if you fail a right to rent check, if you withdraw your offer from a property, if you fail to take all reasonable steps to enter into a tenancy agreement.</p>	
<p><b>Lock Out/Lost Keys Fees</b> We appreciate that sometimes mistakes happen so we do have a procedure in place in case tenants lose or forget their keys, where they can collect a set of keys from the office. This is subject to the provision of photo ID and keys must be returned same day (or next day if they're borrowed overnight). Outside of office hours, this service is not guaranteed and is subject to staff availability. This service is not available where we don't manage the property.</p> <p>During Office Hours Outside of Office Hours Locksmith Call Out Replacement Keys – if keys are lost, tenants must get themselves a new set cut Change of Locks – if keys are lost and there could be a security risk to the property</p>	<p>No Fees Apply £50 At Cost At Cost At Cost</p>
<p><b>Late Rent Payment Fees</b> Interest will be charged at a rate of 3% above the Bank of England Base Rate from the date on which the rent was due until the date on which the rent is actually paid</p>	

