



SALES & LETTINGS

HOLDING DEPOSITS & FEES DURING THE TENANCY

Holding deposits are calculated at the equivalent of one weeks rent. This payment is due upon securing the property. The tenancy agreement must be signed within 14 days following the payment. The amount of holding deposit will be deducted from the amount of bond deposit you are due to pay upon signing the tenancy agreement. This will form your full bond deposit which will be registered in full within 30 days of receipt.

For example:

Rent per person in the sum of £500.00 PCM.

Deposit per person in the sum of £500.00.

The holding deposit is equivalent to one weeks rent in the sum of £115.38 (monthly rent x 12 / 52 weeks)

Remainder of bond deposit in the sum of £384.62 to be paid upon contract signing.

Unpaid Rent Charges	£15.00 (inc VAT) for each reminder that is issued
Returned Direct Debit Payments/Cheque	£25.00 (inc VAT)
Preparation of Section 8 Notice	£30.00 (inc VAT)
House visit for purpose of collecting rent	£50.00 (inc VAT)
Cancellation of lost cheque	£15.00 (inc VAT)
Out of hours false call out charge if the out of hours maintenance system is abused	£90.00 (inc VAT)
Unnecessary call out charge	£36.00 (inc VAT)
Deposit reminder letter	£36.00 (inc VAT)
Deposit reminder email	£6.00 (inc VAT)
Deposit reminder text	£3.00 (inc VAT)
Failure to produce written proof that all utility bills have been paid to Keylet within the first three months following your exit inspection will result in us contacting you. By doing so the above charges will be deducted from your bond deposit.	
Vermin call out	£121.61 (inc. VAT)
Administration charges for invoices £0-£100	£18.00 (inc VAT)
Administration charges for invoices £100-£200	£24.00 (inc VAT)
Administration charges for invoices	£200.00 + 12% of the invoice (inc. VAT)
Administration charges will be applicable on any invoices raised as a result of tenant negligence.	

PLEASE SPEAK TO A MEMBER OF THE KEYLET TEAM IF YOU HAVE ANY QUERIES.

Bay Office (Sales & Lettings): 117-120 Bute Street, Cardiff Bay, Cardiff, CF10 5AE Cathays Office (Sales & Lettings): 1a Mundy Place, Cathays, Cardiff, CF24 4BZ

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