



Guide to charges for Tenants

- All fees are inclusive of VAT.

Change of Tenant Fees:	£50.00 Where one tenant wishes to leave during a fixed term agreement, permission for a tenant change may be granted subject to the landlord's approval. The outgoing tenant is liable for the Change of Tenant fee. Further details of this procedure are available on request.
Early Termination Fees:	£400 - where all tenants wish to leave during a fixed term agreement, permission for early termination may be granted subject to the landlord's approval and securing new tenants. The outgoing tenants are liable for the early termination fee. Further details of this procedure are available on request.
Lock Out/Lost Keys Fees	No Fee Applies - During Office Hours £50 - Outside of Office Hours At Cost - Replacement Keys/ replacement of locks / Locksmith Call out

