

Residential Lettings &  
Property Management

# Tenant Fees Schedule

# Tenant Fees Schedule

Applies only to Assured Periodic Tenancies (APT's) in England from 1 May 2026 in line with Tenant Fees Act 2019 & Renter's Rights Act 2025

Description	Cost	Notes
<b>Before You Move In</b>		
Holding Deposit (per tenancy)	<b>Equal to one weeks rent</b>	This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantors) withdraw from the tenancy, fails a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). This will be offset against the first month's rent, as agreed.
Rent	<b>See notes</b>	The rent payable for the tenancy must not be more than the advertised amount. The rent period must either be one calendar month or a shorter period of up to 28 days. Rent is payable following signing of the tenancy agreement and in accordance with the agreed tenancy terms. No more than one month's rent may be requested in advance.
Security Deposit (per tenancy)	<b>Equal to 5 weeks rent</b> If the total annual rent is less than £50,000  <b>Equal to 6 weeks rent</b> If the total annual rent is greater than £50,000	This covers damages or defaults on the part of the tenant during the tenancy and will be protected in a government-authorised tenancy deposit scheme. Properties with an annual rent of more than £100,000 are not covered by the Tenant Fees Act.
<b>Default Fees</b>		
Change of Sharer (at the tenant's request)	<b>£50</b> per replacement tenant or any reasonable costs incurred, if higher	To cover the costs associated with taking landlord's instructions, new tenant referencing & Right-to-Rent checks, deposit registration and legal documentation.
Early Termination (at the tenant's request)	<b>See notes</b>	If the tenant wishes to end the tenancy early (including where less than the required notice period is given), they will be liable for the landlord's reasonable costs. Under an Assured Periodic Tenancy, then the landlord can charge a fee if their tenant does not give the correct amount of notice. The usual amount of notice is two months. The landlord can charge up to the amount of rent they would have received if the tenant had given the correct amount of notice.
Variation of Contract (at the Tenant's request).	<b>£50</b> per agreed variation	To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Lost Keys or Equivalent Security Device	<b>See notes</b>	Tenants are liable to the actual cost of replacing any lost keys or security devices. If the loss results in locks needing to be changed, or replacement security devices being issued, the tenant will be charged the reasonable cost of a locksmith or security engineer, new lock and replacement keys/devices for all relevant parties.
Unpaid Rent	<b>Interest at 3%</b>	Interest may be charged on unpaid rent if it remains outstanding for more than 14 days. Interest will be charged at a maximum of 3% above the Bank of England Base Rate from the date the rent became due until payment is made.



**Client Money Protection**  
[www.propertymark.co.uk](http://www.propertymark.co.uk)



**Independent Redress**  
[www.tpos.co.uk](http://www.tpos.co.uk)

# Tenant Fees Schedule

For all other Non-Housing Act Tenancies

Description	Cost	Notes
<b>Before You Move In</b>		
Application Fee	<b>£250 - Single applicant £350 - Two or more joint applicants</b>	This amount is due upon applying for a new tenancy and is non-refundable unless the landlord withdraws from the prospective tenancy. The cost covers, identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability, as well as contract negotiation and the tenancy agreement
First month's rent	<b>Equal to one month's rent</b>	Due as cleared funds at least 3 working days prior to moving in
Security Deposit	<b>Equal to one and a half months rent</b>	Due as cleared funds at least 3 working days prior to moving in
Check-in fee	<b>£50 per tenancy</b>	Due as cleared funds at least 3 working days prior to moving in
Guarantor referencing (if required)	<b>£100 per guarantor</b>	
Company referencing (if tenant is a company)	<b>£300</b>	
Amendments to the tenancy agreement	<b>£60</b>	
Pet clause	<b>£60</b>	A larger deposit may be required to cover the added risk of damage and/or further cleaning
<b>After You Move In</b>		
Renewal or extension of the tenancy agreement	<b>£100</b>	Full management and rent collection service only
Change of sharer / tenant	<b>£250</b>	Full management and rent collection service only, where there is no break clause within the fixed term
Arrears fee (cost to chase unpaid rent)	<b>£40 per letter</b>	
Early Termination (if agreed by the Landlord)	<b>1 months rent</b>	
Amendments to the tenancy agreement	<b>£60</b>	

All fees include VAT, at 20% unless otherwise stated

**Abingdon Office** - Head Office, 24 Stert Street, Abingdon, Oxfordshire, OX14 3JP

**Wantage Office** - 1-2 Market Place, Wantage, Oxfordshire, OX12 8AD

**Witney Office** - 4 Langdale Court, Witney, Oxfordshire, OX28 6AD

lettings@simpsonsproperty.com | www.simpsonsproperty.com

**01235 520079**

**01235 765555**

**01993 835030**

The logo for Simpson's Lettings & Property Management, featuring the word 'Simpsons' in a large, dark blue serif font with a green leaf icon above the 'i' in 'Simpsons'. Below the name, the words 'LETTINGS & PROPERTY MANAGEMENT' are written in a smaller, dark blue sans-serif font.

LETTINGS & PROPERTY MANAGEMENT