

Tenancy Charge List

Throughout your tenancy, your property is your home and we allow for “wear and tear” caused by normal use of the property and the contents that we have provided. If furniture, fittings and household accessories are badly damaged or broken during your tenancy then you will be charged for them if they are not replaced by you.

If you need to replace something then please contact our office staff and we will happily point you in the direction of a suitable replacement, it will likely be cheaper for you to replace things yourself as we apply labour and delivery costs to our invoices. We are more than happy to help and advise you on maintenance issues but if you wish our staff to attend your property and rectify an issue that has arisen through tenant misuse or something that is deemed your responsibility then we will invoice you for the work.

Where VAT is applied it is charged at 20%

Please be aware when signing for a property with baskeys, you are required to secure the property by making payment of a holding deposit; *If you are applying as part of a joint tenancy, all holding deposits must be paid to us within 24 hours.* You will be required to sign and return the tenancy agreement and make payment of the refundable damage deposit within 7 days and complete all of our paperwork within 15 calendar days* (deadline for agreement).

administration charges

- Holding deposit to secure a property equivalent to one week's rent
- Refundable damage deposit equivalent to one calendar month's rent
- Late payment of rent – charged at 3% above the Bank of England's base rate for each day the payment is outstanding (after the 14th day of the missed payment)
- Variation of contract £50
 - Pet in property subject to landlord approval in line with terms of tenancy agreement
 - Tenancy change of name applied to outgoing tenant and subject to conditions

labour / furnishing charges

In the event an item or furnishing is damaged by you during your tenancy, you will be charged for the full cost of the repair / replacement of the item and for any associated labour costs incurred.

default fees

- Lettings staff time for dealing with default fees (subject to a minimum of 1 hour) - £15 per hour
- Key cut (per key) £12
- Coded key cut £18
- Post box keys £12
- Electric gate fob £72
- Intercom door entry phone handset £96
- Door lock £42
- Window lock £30

During the tenancy you will be liable for making payments for utilities at the property (payable to the provider) unless otherwise stated in your tenancy agreement. These could include (but is not limited to) gas, electricity, water, internet and council tax.

*baskeys reserve the right to retain the holding deposits should you be unsuccessful in your application in line with the terms of the tenant fee ban which came into effect on 1st June 2019. Should baskeys retain your holding deposit, you will be provided with 7 days written notice. This list is not exhaustive, any additional charges not present on this list will be quoted for separately and all prices are subject to change at the discretion of baskeys. You may be held liable for any other permitted payments, not included above, under the relevant legislation including contractual damages.

baskeys is a member of The Property Ombudsman which is a redress scheme. You can find out more details by visiting our website or by contacting us directly.

