

## Holding Deposits:

A holding deposit equal to 1 weeks rent is payable upon the start of the application.

Successful Applications - any holding deposit will be offset against the initial Rent or Deposit, with the agreement of the payee.

Warning - there are situations where the holding fee will not be returned should we not be able to proceed to tenancy, these situations are:

1. The applicant fails Immigration Act checks.
2. The applicant provides false information.
3. The applicant withdraws.
4. The applicant fails to take reasonable steps to enter into the agreement.

## Fees payable in accordance with the Tenant Fees Act 2019:

Additional variable charges may apply during the course of the tenancy or at the end and are detailed within the Tenancy Agreement, e.g:

Loss of keys/security devices: Cost of replacement.

Late payment of rent: Charged at 3% over base rate of arrears value for rent not paid within 14 days and accruing from day 1 of default.

Assignment, Novation or Variation of Agreement: £50

Early Termination of fixed term or No provision of Notice within a Periodic Tenancy: £50 (plus any reasonable landlord costs, by prior agreement).

## Deposit:

A deposit equal to 5 weeks rent (6 weeks rent, where the annual rent is greater than £50,000.00). The deposit and first months rent is payable once the references have been passed and before the tenancy begins.

All fees quoted are inclusive of VAT at the prevailing rate.

Scoffield Stone is a member of the Propertymark CMP scheme (scheme ref: C0125600), which is a client money protection scheme, and also a member of The Property Ombudsman Redress Scheme (membership number: D10934), which is a redress scheme.

**NOTE: WE DO NOT ACCEPT CREDIT CARD PAYMENTS AT ANY TIME.**

## Data Protection

### **Viewers & Applicants please note:**

If you have requested a viewing of a property, we will require certain pieces of personal information from you in order to provide a professional service to you and our client.

We will not share this information with any third party other than our client, without your consent, unless you make an application for tenancy.

If you are applying for a tenancy and must complete the tenancy application. This application requires you to provide personal information which will be provided to UK Tenant Data (our referencing partner) who carry out credit and referencing checks to provide us with a report on your suitability as a tenant.

In completing the application, you agree that the application can be passed to them for this purpose.

We will not share this information with any third party other than our client, without your consent.

More information on how we hold and process your data is available on our website – [www.scofieldstone.co.uk/privacy-policy-and-notice](http://www.scofieldstone.co.uk/privacy-policy-and-notice)

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**