

Holding Deposit (per tenancy)

One week's rent. This is to reserve a property while referencing is carried out. We will retain this payment if any relevant person (including any guarantor(s)) withdraws from the tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information, fails to respond to reasonable requests for information, or does not take reasonable steps to enter into the tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy, Rent under £50,000 per year)

Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Security Deposit (per tenancy, Rent of £50,000 or over per year)

Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Rent

The rent payable for the tenancy must not be more than the advertised amount.
The rent period must be one calendar month or a shorter period of up to 28 days.
A tenant will be able to end an Assured Periodic Tenancy by giving two months' written notice.
The notice must end on the day the rent is due or the day before.

Rent in advance

We must not ask for, encourage or accept any rent before the tenancy agreement has been signed.
Once the agreement is signed, rent is payable in advance in accordance with the tenancy terms.
For tenancies entered into on or after 1 May 2026, no more than one month's rent may be requested in advance at any one time for a monthly tenancy.

Late Payment of Rent

Interest may be charged on unpaid rent if it is 14 days or more overdue. Interest will be charged at a rate of 3% above the Bank of England Base Rate from the date the rent became overdue until payment is made. The tenancy agreement will contain the relevant provision for this charge.

Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s).
If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord or any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request)

£50 per agreed variation. You may charge reasonable costs incurred if these are higher.
This covers the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request)

£50 per replacement tenant or reasonable costs incurred if higher. Includes referencing, Right to Rent checks, deposit registration and legal documentation.

Early Termination (Tenant's Request)

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.

Ann Cordey Lettings Limited is not VAT registered. VAT is not charged on the fees shown.



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ClientMoney
Protect

We protect all client funds using LettsPay ring-fenced digital accounts, fully insured through our Client Money Protect (CMP) membership.



Property
Redress
Scheme

We are a member of the Property Redress Scheme (PRS), providing landlords and tenants with free, independent redress in the event of a dispute.