

| Permitted Fee                                | Description  | Cap/Limit   | Conditions/Evidence Required   | Applicability  |
|--|--|---|--|--|
| <b>Tenancy Deposit</b>                       | Refundable security payment to cover potential damage, unpaid rent, or cleaning at tenancy end.                          | <ul style="list-style-type: none"> <li>- Up to <b>5 weeks' rent</b> if annual rent is <math>\leq</math> £50,000.</li> <li>- Up to <b>6 weeks' rent</b> if annual rent <math>&gt;</math> £50,000. (Based on monthly rent x 12 for annual figure.)</li> </ul> | Protected in a government-approved scheme ie DPS within 30 days. Prescribed information will be served to the tenant.  | All new and existing periodic/fixed-term ASTs, student lets, and licences. Cannot be topped up beyond cap. |
| <b>Holding Deposit</b>                       | Refundable (or applicable to deposit/rent) payment to reserve a property while checks (e.g., referencing) are completed. | Maximum of <b>1 week's rent</b> (calculated as monthly rent / 4, rounded to nearest pound).   | <ul style="list-style-type: none"> <li>- Refund within 7 days if tenancy doesn't proceed due to landlord/agent decision, or if tenant withdraws after reasonable steps (e.g., providing info).</li> <li>- Can retain if tenant provides false/misleading info, fails reasonable steps to enter agreement, or fails right-to-rent/affordability checks.</li> <li>- Must return if deadline passes without agreement.</li> <li>- Only one per property at a time.</li> </ul> <p>Must provide receipts/invoices as evidence. Tenant can dispute via tribunal if deemed unreasonable. Landlord/agent cannot charge if they retain originals.</p> | Pre-tenancy, for prospective tenants. Applies to new agreements only; not for renewals.                    |
| <b>Lost Keys or Security Devices</b>         | Replacement cost for keys, fobs, or security items (e.g., locks) lost or damaged by tenant.                              | <b>Reasonable costs only</b> (no fixed cap).  |  | During tenancy, for tenant-caused loss/damage. Counts as a "default fee."                                  |
| <b>Utilities, Green Deal, or Council Tax</b> | Payments for gas, electricity, water, broadband, green/energy plan charges, or council tax.                              | <b>Actual costs incurred</b> (no cap).  | Billed at cost (or pro-rated for shared properties). Must be clear in tenancy agreement. Cannot charge extra admin fees on top.  | Ongoing during tenancy. Rent can include these if specified as "inclusive."                                |

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| <b>Rent (in Advance)</b>                      | Upfront payment of rent for the period agreed.  | Maximum of <b>1 month's rent</b> for periodic tenancies (or as per fixed-term agreement). Multiple months allowed for fixed terms if agreed.   | Clearly stated in tenancy agreement. Late rent triggers separate default fee (below).  | Ongoing; core payment, not a "fee" but permitted.  |
| <b>Default Fee: Late Rent</b>                 | Interest on rent unpaid more than <b>14 days</b> late.  | <b>3% above Bank of England base rate</b> (simple interest, calculated daily from day 15 until paid). Current base rate: 5% (so 8% total APR). | Applies only after 14-day grace period. Must notify tenant in writing. No charge for first 14 days.  | Periodic or fixed-term tenancies. Only for missed rent payments.   |
| <b>Default Fee: Other Tenancy Breaches</b>    | Fixed charge for tenant breach of tenancy terms (e.g., missed appointments for repairs, failure to allow access). | <b>Reasonable costs</b> only (no fixed cap, but general expectation $\leq$ £50 per incident).  | Must be "reasonable" and outlined in tenancy agreement. Provide evidence (e.g., logs of missed visits). Exceeding reasonable amount is prohibited. | During tenancy, for non-rent breaches. Not for cleaning/inventory unless tied to specific breach.              |
| <b>Variation, Assignment, or Novation Fee</b> | Charge for changing tenancy terms (e.g., adding/removing a tenant, pet clause, or assigning lease to another).    | £50 or reasonable costs (whichever is higher).   | Applies only if <b>tenant requests</b> the change. Provide evidence if $>$ £50 (e.g., admin time). Cannot charge for landlord-requested changes.   | During or at end of fixed-term/periodic tenancy. E.g., £50 for adding a sharer; higher if proven costs (rare). |

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| <b>Early Termination Fee</b>                 | Payment for tenant requesting to end tenancy early (e.g., break clause). | <b>Actual financial loss to landlord (no cap).</b> | Limited to landlord's mitigated loss (e.g., rent until re-let, minus any re-letting fees recovered). Must attempt to re-let promptly. Provide evidence (e.g., void period costs). Cannot exceed remaining rent owed. | If tenancy agreement includes a break clause or early surrender option requested by tenant. Not for natural end of fixed term. |
| <b>Council Tax (Tenant Liability Period)</b> | Charge for any council tax accrued during tenant's occupancy.            | <b>Actual amount billed by council (no cap).</b>   | Tenant liable from move-in; landlord covers tenant fails to pay bills as received.   | Ongoing; applies if tenant fails to notify council of liability change.  |