



#### PROCTORS OFFICES

##### Beckenham

102 – 104 High Street, Beckenham  
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[beckenham@proctors.london](mailto:beckenham@proctors.london)

##### Bromley

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##### Park Langley

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##### Petts Wood

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##### Shirley

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Surrey CR0 8TJ  
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##### West Wickham and Bromley South

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## Tenant's permitted payments

### **HOLDING DEPOSIT (PER TENANCY) — ONE WEEK'S RENT** (Proctors are not taking holding deposits)

This is to reserve a property. Please note this will be withheld if any relevant person (including any guarantor(s) withdraw from the tenancy, fail 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).

### **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 IN EXCESS OF £50,000 PER YEAR)**

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

### **UNPAID RENT**

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid. Please note this will not be levied until the rent is more than 14 days in arrears.

### **LOST KEY(S) OR OTHER SECURITY DEVICE(S)**

Tenants are liable for 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 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 (inc.VAT) for the time taken replacing lost key(s) or other security device(s).

*Proctors lettings offices\* provide client money protection insurance via CMP (Client Money Protection) or PropertyMark*



\*Offices include: Bromley, Petts Wood and Shirley

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# Tenant's permitted payments continued

## VARIATION OF CONTRACT (TENANT'S REQUEST)

£50 (inc. VAT) per agreed variation. To cover 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 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

## EARLY TERMINATION (TENANT'S REQUEST)

Should the tenant wish to leave their contract early, they shall be liable for the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

## GREEN DEAL

To make payments towards Energy Efficiency improvement under a Green Deal charge (as set out in Section 1 of the Energy Act 2011) or any subsequent energy efficiency scheme is a Permitted Payment if the tenancy agreement requires the payment to be made.

## OTHER PERMITTED PAYMENTS

- Rent
- Utilities and council tax/TV licence
- Communication services, cable, satellite, installation and subscription
- Default fees
- Any other permitted payments, not included above, under the relevant legislation including contractual damages

## REFERRAL FEES

When employing Referencing Companies we receive rebates against their charges if Tenants or Landlords take out products with them. For further info visit our website [www.proctors.london](http://www.proctors.london)



### TENANT PROTECTION

Proctors are members of Propertymark and CMP Client Money Protection which are client money protection schemes, and are also members of The Property Ombudsman which is a redress scheme.

You can find out more details on our website [www.proctors.london](http://www.proctors.london) or by contacting us direct.



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