



Day & Co
LETTINGS

Tenant Fee Schedule

(Assured Contractual Periodic Tenancies signed on or after 01.05.2026)

Holding Deposit (per tenancy)	One weeks' rent. This is to reserve a property. Please note, this will be withheld 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, or fails to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days, or other deadline by agreement, as mutually agreed.
Security Deposit (per tenancy – Rent under £50,000 per annum)	Five weeks' rent. The deposit covers dilapidations, damages, or defaults, on the part of the tenant during the tenancy.
Security Deposit (per tenancy) – Rent of £50,000 or over per annum)	Six weeks' rent. The deposit covers dilapidations, damages, or defaults, on the part of the tenant during the tenancy.
Unpaid Rent	Interest of 3% above the Bank of England Base Rate is charged on any unpaid rent from the rent due date. Please note, this will not be levied until the rent is more than 14 days in arrears.
Lost Key(s) or other Security Devices	Tenants are liable for the actual cost of replacing any lost key(s) or other security devices, such as gate fobs etc. If the loss results in locks needing to be changed, the actual cost of a locksmith, new lock and replacement keys for the tenant, landlord, or any other person requiring keys, will be charged to the tenant. If extra costs are incurred, there will be a charge of £20 per hour (inc. VAT) for the time taken in replacing lost key(s) or other security devices.
Variation of Contract (Tenant's request)	£50 (inc. VAT) per agreed variation. To cover the costs associated with effecting the change, 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 the new legal documents.
Company Lease Fee	£420 (inc. VAT)