

# Renting your home

## Tenant charges

### What costs can I expect to pay when I rent a property from Sovereign?

Description	Cost (incl. VAT)	Due for payment
Reservation Payment	1 weeks rent	After viewing and tenancy start date is agreed
Default cost for rent arrears or late payment	Bank of England base rate + 3% calculated daily	After 14 days and backdated to 1st day arrear or payment due date
Default charge for replacement keys, fobs or parking permits	Incurred costs	On receipt of item
Contractual damages or damage by tenant	Incurred costs	On completion of repair
Changes to tenancy for example, name, sharer or any other amendment which alters the obligation of the tenancy	£50 per change	On entering new agreement
Early termination for loss of rent, if applicable	Incurred Costs	After tenancy has ended
Legal costs	Incurred costs	Sovereign would seek to claim costs through court process

### Reservation Payment

If you would like to rent a property from Sovereign, we will ask you to complete a pre-tenancy assessment form. Once approved, you will be required to make a reservation payment equivalent to one weeks rent, which is calculated as  $\text{Monthly Rent} \times 12 / 52$ .

For example, if the rent is £800 per calendar month, the calculation is  $\text{£}800 \times 12 = \text{£}9600 / 52 = \text{£}184.61$ . We will then round down to the nearest £, therefore the reservation payment would be £184.00. The reservation payment then forms part of your first rental payment when the tenancy starts. If you decide not to proceed with the tenancy, delay the agreed tenancy start date or fail the reference checks, this payment will be retained by Sovereign and will be offset against costs incurred.

## **Rent Arrears**

If your rent payment remains due after 14 days, we will charge interest at the rate of the Bank of England base rate +3%. Interest will be calculated from the date that the payment was due until balance is paid in full.

## **Default charge for replacement keys, fobs or parking permits**

If you lose your keys or fob, we will encourage you to arrange for the replacement yourself. If you require Sovereign to supply additional items or replacements, we will ask you to reimburse any costs incurred.

## **Contractual damages or damage by tenant**

If you damage the property, we will recover the costs to put the property back to the original condition at the start of your tenancy agreement, in line with all of the obligations in the contract and taking into consideration reasonable wear and tear.

## **Changes to tenancy**

We will charge £50 per change to the tenancy agreement requested by you that alters or amends the obligation of the tenancy.

## **Early termination**

If an early termination is agreed, you will be required to continue to pay rent until a suitable replacement tenant is found. Because of the early termination, you will also be required to pay all reasonable costs for the re-marketing of the property and referencing incurred.

## **Legal costs**

If we are required to take legal action to recover possession of the property, we may ask the court to make a ruling on how the costs are distributed between yourselves and us.

## **Redress Scheme**

Sovereign Living is a member of The Housing Ombudsman Service, which is a redress scheme.