

TENANT INFORMATION GUIDE

RDPG SERVICES LIMITED has prepared this guide to inform tenants of the procedures and requirements relating to a Tenancy. Once an offer is made to let a property, tenants are required to read and acknowledge this guide and pay a holding deposit. RDPG SERVICES LIMITED is a private limited company registered in England & Wales with its registered office at 37 Rochdale Road, Abbey Wood, London, SE2 0XE.

Holding Deposit

After an offer is accepted by the Landlord, subject to contract and acceptable references, a holding deposit, equivalent to one weeks rent, becomes payable. This sum may be deducted from the total monies due prior to move-in.

Please note that these costs do not guarantee that a Landlord will grant you a Tenancy. Once the holding deposit has been agreed, the property will be suspended from the market while references are being processed, Right to Rent checks are carried out and Tenancy agreements prepared. Providing the references are satisfactory and concluded these will be sent on to the Landlord for their perusal. Should they be agreeable to the terms of the offer and grant a Tenancy, further pre move-in preparations will progress.

If your application is rejected due to you providing false or misleading information, failing a Right to Rent check or you withdraw from the agreement then the holding deposit is non-refundable. If the Landlord rejects or declines your offer for any other reason and references have been obtained which are satisfactory then the holding deposit will be refunded

Summary of Tenant Charges

Charge	Amount
Holding Deposit	1 week's rent (deducted from pre-move-in invoice)
Tenancy Deposit	5 weeks' rent
Change of Tenant (mid-tenancy):	
Deed of Assignment	£50 (ex VAT)
Deed of Surrender	£50 (ex VAT)
Deed of Variance	£50 (ex VAT)
Rent	Usually monthly/quarterly/six monthly/annually in advance and subject to negotiation. Rent is "Pure Rent" and does not include council tax or utilities. Monthly rent is calculated as: (£weekly rental x 52) / 12

NON HOUSING ACT

[Company Lets, etc]

Holding Deposit

After an offer is accepted by the Landlord, subject to contract and acceptable references, a holding deposit, equivalent to two weeks rent, becomes payable. This sum may be deducted from the total monies due prior to move-in.

Please note that these costs do not guarantee that a Landlord will grant you a Tenancy. Once the holding deposit has been received, the property will be suspended from the market for an agreed period of time (subject to Landlord approval), Right to Rent checks are carried out and Tenancy agreements prepared. Providing the references are satisfactory and concluded these will be sent on to the Landlord for their perusal. Should they be agreeable to the terms of the offer and grant a Tenancy, further pre move-in preparations will progress.

The administration charge equal to the tenancy agreement charge of £275 (ex VAT) plus the cost of the references (see below) is non-refundable should you decide to withdraw from the proposed Tenancy, if your references prove to be unsatisfactory, or if you are unable to proceed in accordance with the terms you have accepted or your original offer. This extends to any misleading information contained on your application forms including your credit reference applications. If the Landlord declines your offer or decides not to proceed with a Tenancy then a refund will be offered to you in full and best endeavors made to find alternative properties if further applications can be supported.

Holding Deposit	2 weeks rent (deducted from the pre-move invoice)
New Tenancies Tenancy Agreement	£400 (ex VAT)
Credit references	Individual £70 (ex VAT) per application
	Guarantor £70 (ex VAT) per application
	Company £120 (ex VAT) per application
Change of Tenant (mid Tenancy)	
Deed of Assignment	£275 (ex VAT)
Deed of Surrender	£170 (ex VAT)
Deed of Variance	£170 (ex VAT)
Renewal	
Renewal memorandum document	£180 (ex VAT)
Renewal Tenancy Agreement	£354 (ex VAT)
Deposit	Between 1.5 and 2 months rent (depending on circumstances)
Inventory Check Out Dependant upon property size	
1 Bed	£100-160
2 Bed	£115-175

3 Bed	£135-200
4 Bed	£155-320

Contact Details

For any questions or further information, please contact us:

- **Primary Contact:** Stephanie Reynolds
- **Email:** lettings@rdpg.co.uk
- **Phone:** 07942 342 491

This document was prepared and issued January 2025 to confirm the details of RDPG SERVICES LIMITED.

Signed,

Stephanie Reynolds | Managing Director
RDPG SERVICES LIMITED