



Horace John, Forse & Co
Chartered Surveyors | Estate Agents | Property Management

PRINCIPAL:
Graham J. C. Morris, FRICS

PROPERTY MANAGER
Steven G. C. Morris

Our Ref:

Your Ref:

208 Whitchurch Road
Cardiff CF14 3NB

T: 029 2061 3777

F: 029 2061 7041

info@hj-f-property.co.uk
www.hj-f-property.co.uk

LIST OF OUR STANDARD CONTRACT HOLDER CHARGES/FEES & GENERAL GUIDANCE

The Contract Holder will be responsible for payment of the following matters:-

1. Pay the Deposit as set out in the Occupation Contract – which is calculated on the equivalent basis of rent for five weeks (or the rent for a month plus £100.00 provided that amount totals less than five weeks' rent)
2. Pay the rent due on the days stipulated in the Occupation Contract
3. Pay the charges of Council Tax and utilities and other relevant suppliers such as television licence and communication service
4. Payments in Default, which will be included in the Occupation Contract, being all reasonable costs, losses, fees, damage costs and expenses of the Landlord: -
 - a.) The actual cost to the Landlord of providing replacement keys, i.e. limited to the actual cost of having the keys cut (plus Value Added Tax at the standard rate, if charged) – The cost will be dependent on the type of key, but normally we would not expect the cost to be in excess of £12.00 (inclusive of Value Added Tax);
 - b.) In recovering any rent and other money that is in arrears – This charge would be limited to the Landlord's Solicitors' Costs plus any expenses they incur;
 - c.) For service of any Notice regarding a breach of any Contract Holder's obligations under the Occupation Contract whether or not the Notice results in court proceedings – This charge would be limited to the Landlord's Solicitor's Costs plus any expenses they incur;
 - d.) For the cost of any bank or other charges if any cheque you have written is dishonoured or if any standing order or any other payment method is withdrawn by your bank – This charge would be limited to the actual charge levied by the bank;
 - e.) As a result of any of your breaches of the Occupation Contract or in enforcing any provision of the Occupation Contract, including those about seeking possession of the property – This charge would be limited to the Landlord's Solicitor's Costs plus any expenses they incur
5. The Contract Holder will be charged interest at 3% above the base rate of the Bank of England on any rent or other money due under the Occupation Contract that is more than 14 days in arrears from the due date to the date of payment



Regulated by RICS
Established 1951



6. We will provide a receipt for rent or other payment within 14 days of being asked for it
7. We do not ask for or accept a "Holding Deposit" from any Applicants seeking an Occupation Contract
8. At the end of the Occupation Contract, you will be invited to a check-out inspection at a mutually agreed time to assess the Property Condition and Inventory compared to the original Schedule of Condition and Inventory. If you do not keep to this appointment, then you agree to pay us or our agent (if appointed) any costs incurred in arranging a second check-out appointment. If you do not keep the second appointment any assessment of the property's condition and inventory by us or our agent will be final and binding. We would charge van abortive Fee of £60.00 (inclusive of Value Added Tax) for each abortive visit
9. In the event that the check-out inspection finds that the deposit is not enough to cover the cost of repairs, decoration and replacement of items (on the Inventory), charges/fees and expenses incurred and properly due, then you will be required to pay us the extra amount needed to cover the shortfall. Any such amount will be limited to the actual shortfall, i.e. actual costs of repairing damage or replacing damaged Inventory items. We, as managing agents, will NOT raise any Fee for organising the necessary works or replacement items
10. You may request a further copy of the Written Statement/Occupation Contract at any time, but the Landlord or us, as managing agent, may charge a reasonable Fee for doing so. The Fee would be £18.00 (inclusive of Value Added Tax) to cover the cost of paper, time spent in printing off a copy and any postage charges that may be incurred
11. Client money is protected under the RICS Client Money Protection Scheme – Our registration number is SCH00073323 and is valid until 12th. December 2025 (renewable annually) – Contact: RICS Regulation, 55 Colmore Row, Birmingham, B3 2AA (Tel. 024 7686 8555 and email: regulation@rics.org). Deposits are also registered with The Dispute Service Limited of West Wing, First Floor, Maylands Building, 200 Maylands Avenue, Hemel Hempstead, HP2 7TG (Tel. 0300 037 1000 and email: deposits@tenancydepositscheme.com) under their Tenancy Deposit Scheme and our membership number is G02286
12. Horace John, Forse & Co. maintain a procedure for addressing complaints according to the established principles set by THE Royal Institution of Chartered Surveyors (RICS). A copy of our Complaints Handling Procedure will be made available upon request. For ease of reference, we record the fact that any claim/dispute relating to residential properties should be addressed to the Property Redress Scheme of Premiere House, Elstree Way, Borehamwood, WD6 1JH (Tel. 033 321 9418 and web site: www.theprs.co.uk – Our registration number under the Scheme is PRS 013074 which is valid until 1st. September 2025 (renewable annually)
13. Horace John, Forse & Co. maintain professional indemnity cover with AXA Insurance UK Plc effective for one year from 15th. September 2024 with a limit of £1,250,000 on any one claim

7th. JANUARY 2025