

THE WILLIAMSON WAY

Contract-Holder
Fee Guide

*Understanding the costs of moving in, and
staying, with confidence.*

Williamson & Co

ESTATE & LETTING AGENTS

This guide explains our fees as your prospective letting agent, in line with the Renting Homes (Fees etc.) (Wales) Act 2019. Acceptance of any offer is subject to contract, referencing and immigration checks. You will need to pay the rent and security deposit due before the occupation contract starts.

01 Referencing & Right to Rent Checks

Full Reference & Right to Rent Check

No Charge

You'll be asked to complete an application before referencing can begin. Referencing covers a credit and public records check, an anti-money laundering check, confirmation of employment and salary, confirmation of previous occupancy, and a right to rent check. Once complete, we report the results to your prospective landlord to confirm they're happy to proceed with your application. There is no charge to you for referencing.

What you'll need: original photographic identification (e.g. passport, national ID card, visa, residence permit or driving licence) and proof of address (e.g. an original utility bill, council tax bill or bank statement, all less than 3 months old). Speak to the branch if you have any questions.

Guarantor Referencing (where required)

No Charge

A guarantor may be needed — this sometimes only becomes clear once referencing (including for any joint occupants) is complete. Where a guarantor is required, they'll need to complete an application and provide photographic ID and proof of address.

02 Holding Deposit

Reserving a Property

Capped at 1 Week's Rent

Per contract, to reserve a property. This will be withheld if you withdraw from the occupancy, provide materially false or misleading information, or fail to sign your occupation contract (and/or Deed of Guarantee) within 15 calendar days of paying it (the "Deadline for Agreement"), unless another deadline has been mutually agreed in writing.

This matches the cap set out in Schedule 1 to the Renting Homes (Fees etc.) (Wales) Act 2019 — a holding deposit cannot exceed one week's rent, and must be returned within 15 calendar days if a contract is signed (or refunded/forfeited only in the specific circumstances set out above).

03 Security Deposit

Deposit at Start of Occupancy

Up to 5 Weeks' Rent

Required at the start of the occupancy, subject to referencing. Your deposit will be protected in a government-approved scheme and the details confirmed to you in writing.

04 Payments in Default

The Renting Homes (Fees etc.) (Wales) Act 2019 bans most fees to contract-holders. It permits a payment only where a contract-holder has broken a term of their occupation contract, and only for the two specific situations set out in the Renting Homes (Fees etc.) (Prescribed Limits of Default Payments) (Wales) Regulations 2020, below.

1. Late Payment of Rent

3% Above BoE Base Rate

Interest may be charged where rent remains unpaid more than 7 days after the due date. No charge can be made for the first 7 days. From day 8, interest accrues daily at 3% above the Bank of England base rate, calculated on the amount outstanding, for each day the payment remains unpaid — until it is paid in full.

2. Loss of Key or Other Security Device

Actual Cost Only

You are liable for the actual cost only of replacing a lost key or other security device (e.g. fob, or an electronic device for garage doors or security gates). If a lock needs to be changed as a result, the actual cost of a locksmith, the new lock, and replacement keys for the contract-holder, landlord and anyone else requiring keys, will be charged to you. No mark-up or admin charge can be added.

05 Payment on Termination

Leaving Your Contract Early

Should you wish to leave your contract early, you'll be liable for the landlord's reasonable costs of re-letting the property, as well as rent due under the occupation contract up to the start date of a replacement occupancy. These costs will be capped at no more than the total rent otherwise remaining on the occupancy.

Capped at Remaining Rent

Questions about this guide? Our team is always happy to talk through any fee, the referencing process, or your specific circumstances — get in touch with the Williamson & Co office.