

# Tenants' Guide to Services and Fees



Proud member of the  
John D Wood & Co. Family

Aspire is a member of and covered by the ARLA Propertymark.  
Aspire is also a member of a redress scheme provided by The Property Ombudsman  
www.tpos.co.uk. Copies of the TPO Code of Practice plus our complaint handling  
procedure are available from any of our branches.

Please note the charges listed below are the MAXIMUM fees that will be applied unless otherwise stated.

## Permitted Charges in accordance with the Tenant Fee Act 2019

Under the terms of the Tenant Fee Act if you enter into an ASSURED PERIODIC TENANCY, payments which may apply will be as follows:		
First month's rent	as outlined in the Tenancy Agreement	
Tenancy Deposit	5 or 6 weeks depending upon the rental amount	
Holding Deposit	maximum one week's rent	
Early termination when requested by the tenant	a charge not exceeding the financial loss experienced by the landlord	
Utilities, communication services, TV licence and council tax		
Default charge for late payment of rent	limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late	
Default charge for replacement of lost key or security device	equivalent to cost incurred	
Changing the tenancy documents after the commencement of the tenancy (at tenants request)	£41.67 excl. VAT	£50 inc. VAT

You will be charged for the following fees if the annual rent exceeds £100,000, if the property is occupied by a company tenant, if the property is not used as a main or primary home, or if the tenancy is a Short Let.

	Net (exclusive of VAT)	Cost (inclusive of VAT)
<b>Check-Out Fee</b> checking the property and reviewing inventory	minimum of £50	minimum of £60
<b>Tenancy Agreement and Setup</b> drafting and execution of document if supplied by us	£400	£480
<b>Company Referencing Fee</b> inc verification of details, credit check and Companies House check	£75	£90
<b>Individual Reference Fee</b> (per person)	£75	£90
<b>Extension Agreements Fee</b> negotiating and drafting extension to the fixed term	£250	£300
<b>Change of Sharer</b>	£400	£480
<b>Arrears Fee</b>	£25	£30
<b>Overpaid Rent Fee</b>	£25	£30
<b>If there are any guarantors for the tenancy:</b>		
<b>Guarantor Referencing Fee</b> inc verification of details, credit check, employer and accountant reference (if available)	£75 per guarantor	£90 per guarantor

Please note: The Initial Monies will be confirmed and must be paid by debit card or bank transfer. **WE DO NOT HAVE THE FACILITIES TO ACCEPT CASH**

Lettings: Aspire is a trading name of Countrywide Residential Lettings Limited, Registered Office Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. Registered in England Number 02995024. Countrywide Residential Lettings Limited is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. Countrywide Residential Lettings Limited is an agent and subsidiary of Countrywide Estate Agents Limited, Registered in England Number 00789476. Registered Office: Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. Countrywide Estate Agents Limited is an appointed representative of Countrywide Principal Services Limited which is authorised and regulated by the Financial Conduct Authority FRN 301684. VAT number 500 2481 05.

