

# Tenants' Guide to Charges

**Spencers**  
Established 1846

Countrywide is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. Countrywide is also a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://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.

## Charges

|  | England  | Wales     |
|--|--|-----------|
| <b>First month's rent</b>  | In advance   |           |
| <b>Tenancy Deposit Limit</b>   | 5 or 6 weeks depending upon the rental amount  | Unlimited |
| <b>Holding Deposit</b>   | Maximum one weeks rent   |           |
| <b>Early termination when requested by the tenant</b>  | £30 inc. VAT and a charge not exceeding the financial loss experienced by the landlord                 |           |
| <b>Utilities, communication services, TV licence and council tax</b>                             | As agreed with service provider  |           |
| <b>Default charge for late payment of rent</b>   | Limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late |           |
| <b>Default charge for replacement of lost key or security device</b>                             | Equivalent to cost incurred  |           |
| <b>Varying the terms of the tenancy at the tenants request, and with the landlords agreement</b> | £50 inc. VAT    £41.67 excl. VAT   | No charge |

You will be charged the following fees if the annual rent exceeds £100,000 or the property is occupied by a Company or the property is not used as a main or primary home

|   | Cost (inclusive of VAT) | Net (exclusive of VAT) |
|---|-------------------------|------------------------|
| <b>Check-in Fee</b> checking into the property and reviewing inventory  | minimum of £72          | minimum of £60         |
| <b>Tenancy Agreement and Setup</b> drafting and execution of document if supplied by us   | £300                    | £250                   |
| <b>Administration Fee</b> set up of monthly standing order for rental payments, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates | £50                     | £41.67                 |
| <b>Company Referencing Fee</b> inc verification of details, credit check and Companies House check  | £175                    | £145.83                |
| <b>Individual Reference Fee</b> (per person)  | £75                     | £62.50                 |
| <b>Extension Agreements Fee</b> negotiating and drafting extension to the fixed term  | £125                    | £104.17                |
| <b>Damage Fee</b> checking replacement item with inventory and arranging for damage to be rectified on conclusion of tenancy  | £90                     | £75                    |
| <b>Change of Sharer</b>   | £300                    | £250                   |
| <b>Arrears Fee</b>  | £30                     | £25                    |
| <b>Overpaid Rent Fee</b>  | £30                     | £25                    |
| <b>Pet Licence</b>  | £75                     | £62.50                 |
| <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)  | £100 per guarantor      | £83.33 per guarantor   |
| <b>Deed of Guarantee Fee</b> drafting Deed, negotiating clauses and executing document  | £75                     | £62.50                 |

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**

Spencers 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.



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