Tenants' Guide to Charges

Countrywide

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. 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
First month's rent	In advance	
Tenancy Deposit Limit	5 or 6 weeks depending upon the rental amount	Unlimited
Holding Deposit	Maximum one weeks rent	
Early termination when requested by the tenant	£30 inc. VAT and a charge not exceeding the financial loss experienced by the landlord	
Utilities, communication services, TV licence and council tax	As agreed with service provider	
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)	£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)
Check-in Fee checking into the property and reviewing inventory	minimum of £72	minimum of £60
Tenancy Agreement and Setup drafting and execution of document if supplied by us	£300	£250
Administration Fee set up of monthly standing order for rental payments, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates	£50	£41.67
Company Referencing Fee inc verification of details, credit check and Companies House check	£175	£145.83
Individual Reference Fee (per person)	£75	£62.50
Extension Agreements Fee negotiating and drafting extension to the fixed term	£125	£104.17
Damage Fee checking replacement item with inventory and arranging for damage to be rectified on conclusion of tenancy	£90	£75
Change of Sharer	£300	£250
Arrears Fee	£30	£25
Overpaid Rent Fee	£30	£25
Pet Licence	£75	£62.50
If there are any guarantors for the tenancy:		
Guarantor Referencing Fee inc verification of details, credit check, employer and accountant reference (if available)	£100 per guarantor	£83.33 per guarantor
Deed of Guarantee Fee 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**

Countrywide Residential Lettings Ltd trading as Countrywide, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 02995024 which is an agent and subsidiary of Countrywide Estate Agents, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 789476

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