



Tenant Permitted Payments

A clear guide to payments that may be required in connection with a tenancy

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Our commitment

Wright Lee Estates will only require payments permitted by the Tenant Fees Act 2019, as amended. You will not be charged for routine tenancy set-up, referencing, inventory administration or check-in and check-out services.

Permitted payment schedule

Payment	Amount and basis
Rent	The agreed rent shown in the tenancy agreement. Rent cannot be requested or accepted before the tenancy agreement is signed. For a monthly tenancy, no more than one month's rent may be required after signing and before the tenancy starts.
Refundable holding deposit	Up to one week's rent for the tenancy as a whole. Only one holding deposit may be accepted for the property at a time. The standard deadline for agreement is 15 calendar days unless a different period is agreed in writing.
Refundable tenancy deposit	Up to five weeks' rent where annual rent is below £50,000, or up to six weeks' rent where annual rent is £50,000 to £100,000. Any tenancy deposit taken will be protected in an approved scheme.
Tenant-requested change	£50 for an agreed variation, assignment or novation requested by the tenant. If Wright Lee Estates' reasonable costs are higher, the actual reasonable cost may be charged and written evidence will be provided.
Insufficient notice / early termination	If the tenant does not give the required notice, the payment will not exceed the rent that would have been payable had the correct notice been given.
Utilities and other bills	The tenant's agreed responsibility for council tax, gas, electricity, other fuel, water or sewerage, TV licence and permitted communication services. The tenancy agreement will state which bills are payable and to whom.
Late payment of rent	Only where the tenancy agreement permits it and rent has been outstanding for at least 14 days: interest on the overdue amount at no more than 3% per year above the Bank of England base rate, calculated for the period it remains overdue.
Lost key or security device	Only where the tenancy agreement permits it: the reasonable, actually incurred cost of replacing a lost key, fob or other security device. Written evidence of the cost will be provided before payment is required.

All amounts shown are the total payable. Wright Lee Ltd is not currently VAT registered and VAT is therefore not charged.

Important information

Holding deposits

A holding deposit will normally be refunded or, with the tenant's agreement, applied to the first rent payment or tenancy deposit. It may only be retained where the law allows, with written reasons given within the required time.

- The applicant withdraws from the proposed tenancy.
- The applicant fails a Right to Rent check.
- The applicant does not take reasonable steps to enter the tenancy by the deadline.
- The applicant provides false or misleading information that materially affects suitability for the tenancy.

Payments we do not require from tenants

The following are examples of prohibited payments and will not be charged by Wright Lee Estates:

- Application, administration or tenancy set-up fees
- Referencing, credit-check or guarantor-check fees
- Inventory, check-in, check-out or routine inspection fees
- Charges for obtaining a tenancy agreement or routine tenancy documents
- A requirement to buy insurance, use a paid guarantor service, take a loan or enter another service contract

Damage and breach of tenancy

This fee schedule does not prevent a landlord from seeking reasonable compensation for damage or another breach of the tenancy agreement. Any claim must be supported by evidence and may be dealt with through the tenancy deposit or the courts. Fair wear and tear is not chargeable.

Redress, client money and complaints

Wright Lee Ltd, trading as Wright Lee Estates, is a member of The Property Redress Scheme and UKALA Client Money Protection.

Our Client Money Protection certificate and complaints procedure are available on our website. If you have a question about a payment, please contact us before making it.

Website: www.wrightlee.co.uk

Publication note

This schedule applies to relevant tenancies and licences in England and summarises the rules in force on 27 August 2026. Current legislation and statutory guidance take priority.

Official guidance: [GOV.UK - Fees you can charge as part of a tenancy](https://www.gov.uk/guidance/fees-you-can-charge-as-part-of-a-tenancy)