LANDLORD FEES SCHEDULE

OXFORDSHIRE LETTINGS

LEVELS OF SERVICE OFFERED:	Self Managed: 7% + VAT	Fully Managed: 10% - 12.5% + VAT
Agree the rental value	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Advise on refurbishment to meet the agent's considerations for letting	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓
Market the property and advertise on relevant portals	✓	✓
Arrange access and carry out accompanied viewings (as appropriate)	✓	✓
Provide viewing feedback to the landlord, along with potential applicant feedback	✓	✓
Provide tenants with method of payment	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Agree collection of any shortfall and payment method	✓	✓
Arrangement of payments for statutory requirements	✓	✓
Demand, collect and remit the monthly rent	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓
Advise all relevant utility providers of any changes		✓
Arrangement of payments to contractors and issue disbursement invoices for those payments		✓
Undertake two routine visits per annum and notify the outcome to the landlord		✓
Arrange routine repairs and instruct approved contractors		✓
Hold keys throughout the tenancy term		✓
Security Deposit dilapidation negotiations		✓

LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

OXFORDSHIRE LETTINGS

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £99.00
- Gas Safety Certificate (GSR) £120.00
- Electrical Installation Condition Report (EICR) £240.00
- Portable Appliance Testing (PAT) £90.00
- Legionella Risk Assessment £99.00
- Handling local authority licensing application £120.00

START OF TENANCY FEES

Set-up Fees: £0 per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing ofthe tenancy agreement.

Additional Tenant Referencing Fees: £0 per tenant. As set-up fees above for additional tenants

Guarantor Fees: £0 per guarantor. Covering financial affordability and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees: £0 per tenancy. Register landlord and tenant details and protect the security depositwith a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 14 days of the tenancy start date.

Inventory and Check Out fees: Charged at the Inventory Clerks cost. Dependent on the number of bedrooms and/or size of the property and any outbuildings.

Optional Agent Accompanied Check-in Fees: £75.00 per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £300.00 per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Please ask a member of staff if you have any questions about our fees.

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LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

OXFORDSHIRE LETTINGS

DURING TENANCY FEES

Additional Property Visits: £50.00 per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Tenancy Renewal and Rent Review: £0 per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the tenancy agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Right-to-Rent Follow-Up Check: £0 per check. Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified.

Landlord Withdrawal Fees (during tenancy): £300.00 per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord.

Arrangement Fees for works over £500.00: 12.5% of net cost. Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

END OF TENANCY FEES

Tenancy Dispute Fee: £120.00 per tenancy.
The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees for the service of Legal Notices (Section 8 or Section 21): £25.00 per Notice.

Court Attendance Fees: £90.00 per hour, plus any reasonable costs or expenses incurred.

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LANDLORD FEES SCHEDULE

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

OXFORDSHIRE LETTINGS

FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC: £50.00 quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £25.00 per request. Responding to any specific queries relating to either thequarterly or annual return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £50.00 annually.

OTHER FEES AND CHARGES

Obtaining more than three contractor quotes: £25.00 per quote.

Vacant Property Management Fees: £75.00 per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £0 per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under “Set-up Fees” above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £25.00 per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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