



LANDLORD SERVICES AND FEES

BSOX Ltd t/a West The Property Consultancy - 216 Banbury Road, Summertown, Oxford, OX2 7BY -

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Please note all our fees are **INCLUSIVE** of VAT at the prevailing rate unless specified

Residential letting services

- Let only - Initial set up fee £300 and the equivalent of one month's rent payable at the start of the tenancy
- Rent collect- Initial set up fee £300 and 16% of the term rent
- Managed- Initial set up fee £300 and 14% of the term rent

What is the set-up fee for?

For those services that the set-up fee is applicable to it includes the following

- Advice and assistance in preparing the property to let
- Advice and assistance on compliance such as lettings consents, insurance, tax
- Photography and floor plan
- Advertising and marketing to find a tenant in accordance with the terms of business including accompanied viewings
- Erecting a board outside the property in accordance with Town and County Planning Act
- Administration of setting up files, accounts for the property and client

Our services include**Let Only Rent Collect Managed****Pre tenancy**

Free market appraisal	√	√	√
Compliance check to ensure property has valid certificates including ownership of the property	√	√	√
Arranging an EPC*	√	√	√
Producing full property details including photography and floor plan	√	√	√
Advertising and marketing the property	√	√	√
Conducting viewings & negotiating offers and terms	√	√	√
Obtaining references & AML checks through a reputable company	√	√	√
Arranging pre-tenancy maintenance and certificates as required*	Optional	optional	√
Arrange an inventory and condition report*	Optional	Optional	√
Preparation of legal documentation e.g. tenancy agreement	√	√	√
Registration of deposit and associated administration	√	√	√
Check in*	Optional	Optional	√

Post move in

Transfer of utility accounts			√
Rent collection and accounting including account statements		√	√
Annual tax return statement		√	√
Chasing rent arrears		√	√
Payment of invoices from received rent			√
Compliance with the overseas landlord scheme		√	√
Regular inspections and reports*	Optional	Optional	√
Obtaining quotes for repairs where required			√
Attending to day to day maintenance and tenant enquiries			√

Advise on refurbishment and substantial repairs*			√
Inspection of completed works			√
Preparing and serving notices*	Optional	Optional	√
Tenancy rent reviews/end of tenancy			
Negotiate rent increase between landlord and tenant*	Optional	Optional	√
Prepare & serve section 13 notice (form 4)*	Optional	Optional	√
Comply with the requirements of the tenancy deposit scheme*	√	√	√
Arrange a check out*	Optional	Optional	√
Transfer utility accounts			√
Re-market the property*	√	√	√
Negotiate the return of the deposit			√
Disperse the deposit with agreement from landlord and tenant	√	√	√
Confirm deposit return with the tenancy deposit scheme	√	√	√
Log a dispute with the tenancy deposit scheme for arbitration*	√	√	√

*Fees may apply, please see further details below

Additional fees and charges (apply to all levels of service unless specified)

- **Land registry check** £12 per document Covers obtaining and reviewing official title records, including the title register, plan and lease (if applicable), to confirm ownership and identify any restrictions, rights, or charges affecting the property
- **Tenancy referencing** £30 per applicant and Guarantor (if required), ID check, Right to Rent check, financial, employment and landlord reference through third party referencing company.
- **AML Checks** £30 per applicant, covers identity verification, PEP & sanctions screening, and compliance checks required under anti-money laundering regulations through third party checking company.
- **Right-to-Rent Follow-Up Check:** £20.00 per check. Undertaking a repeat check on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service unless specifically agreed.
- **Deposit Registration fee** £60. This fee is taken annually by WEST – The Property Consultancy to hold the deposit in accordance with the tenancy deposit scheme requirements.
- **Deposit Transfer Fees:** £120.00 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.
- **Inventory inc. condition report** This fee is for the inventory clerk to attend the property and undertake an updated schedule of condition based on the original inventory and producing a check in report. The fee scale as is follows:

Monthly rent of between £100-£999 check out fee = £175
Monthly rent of between £1000-£1999 check out fee = £250
Monthly rent of between £2000-£2999 check out fee = £325
Monthly rent over £3000 check out fee = £400
- **Check in Fee** £50.00 Key handover, explain how appliances work, highlight the location of utility meters, stop cocks etc, test all smoke alarms and carbon monoxide detectors are present and in working order.
- **Property visits** (applicable to Let Only service and Rent Collect service). £60 per inspection for properties with up to three bedrooms. This includes liaison with the tenant for an appointment, a full visual inspection and report. Prices for larger properties by separate negotiation.
- **Vacant property service** £60 per month. This is to visit the property during vacant periods to comply with the landlords insurance.

- **Arrangement fee for substantial works or refurbishment** 18% of the cost of works. This includes arranging access and assessing costs with a contractor, ensuring work has been carried out in accordance with the specification and retaining any guarantee or warranty as a result of the works
- **Rent review fee** £120. This includes reviewing the current rent, advice to landlord, negotiate with tenant(s) regarding rent increase, Service of section 13 notice.
- **Duplicate documents** £24
- **Preparing and serving notices** £90
- **Client withdrawal Fee (pre tenancy)** £300.00 To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.
- **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. This does not apply to a Tenant-Find service.
- **Management Take-over Fees:** £300.00 (inc. VAT) 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.
- **Tenancy amendment fee** £50 Amending terms
- **Check out fee** - This fee is for the inventory clerk to attend the property and undertake an updated schedule of condition based on the original inventory and producing a check out report. The fee scale as is follows:

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 Monthly rent over £3000 check out fee = £400
- **Tenancy Dispute Fee** £250 Should agreement not be reached between landlord and tenant at the end of the tenancy and the matter is referred to the relevant Tenancy Deposit Scheme for adjudication, a fee will be charged for the preparation and submission of evidence, including compiling the claim, uploading documentation, and handling all correspondence relating to the dispute process.
- **Energy Performance Certificate (EPC)** £99 Valid for 10 years. Carried out by a qualified assessor, the EPC details the energy efficiency of the property along with typical heating and power costs.

- **Gas Safety certificate (GSC)** £108 – if gas is present at the property – Carried out annually by a Gas Safe registered engineer. Confirms that all gas appliances and installations are safe to use.
- **Electrical Inspection Condition Report (EICR)** £234 per consumer unit – Carried out every 5 years by a qualified electrician. Checks the fixed electrical wiring within the property. If the report is unsatisfactory, any remedial works required will be quoted separately and must be completed within 28 days.
- **Installing smoke alarms and Carbon Monoxide detectors** £30 per alarm
- **Additional quotes** If more than 3 quotes are requested we will charge a fee of 10% of total works quoted
- **Selective Licence** if applicable – £732.00 (£612.00 application fee until 31 March 2027 + £120 our administration fee) Currently required only for rental properties within Oxford City Council jurisdiction. The licence is valid for 5 years from the date of issue and confirms that the property is safe, well maintained, and properly managed.
- **Same day payments** £35 administration fee unless we haven't been able to make payment on time as previously agreed.
- **Any accounts not settled** within 30 days from the date of invoice will be subject to penalty interest. Interest will be charged (both before and after judgement) on any outstanding sums at 4.8% over the Handelsbanken base rate (accrued on a daily basis) until the outstanding sums are paid in full.

All Prices quoted are correct as at May 2026 but are subject to third party contractor change



Bsox Ltd t/a WEST – The Property Consultancy is a licensed ARLA (Association of Residential Letting Agents) member. WWW.ARLA.CO.UK



Independent redress provided by The Property Ombudsman