



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	√	√	√
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 through a referencing company	√	√	√
Arranging pre-tenancy maintenance and certificates as required*	√	√	√

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 renewals/end of tenancy

Negotiate a renewal agreement between landlord and tenant*	Optional	Optional	√
Review rent at renewal point*	Optional	Optional	√
Prepare renewal documents*	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)

- **Deposit Registration fee** (applicable to Let Only service upon a tenancy becoming periodic) £60. This fee is taken by WEST – The Property Consultancy to continue holding the deposit in accordance with the tenancy deposit scheme requirements.
- **Property visits** (applicable to Let Only service and Rent Collect service). £36 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** (applicable to Let Only service and Rent Collect 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
- **Renewal fee** £120. This includes contract negotiation, amending and updating terms and preparing a new tenancy agreement.
- **Duplicate documents** £24
- **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
- **Tenancy referencing** £30
- **Selective Licence** – if applicable – £676 (£556.00 application fee + £120 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.
- **Preparing and serving notices** £90
- **In the event a client withdraws the property** from the market prior to a let being agreed the sum of £300 will be levied as a contribution towards costs.
- **Tenancy amendment fee** £90 Amending terms

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- **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)** - £102 – 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.
- **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.

Prices quoted are correct as at January 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

Client money protection provided by ARLA



Independent redress provided by The Property Ombudsman