



## LANDLORD SERVICES AND FEES

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

Tel: 01865 510000 – [reference@west-tpc.co.uk](mailto:reference@west-tpc.co.uk)

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	√
<b>Post move in</b>			
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	√
<b>Tenancy renewals/end of tenancy</b>			
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
- **Tenancy referencing** £30
- **Preparing and serving notices** (applicable to Let Only service and Rent Collect service) £90
- **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.
- **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

- **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:

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

- Inventories, gas safety certificates, electrical inspections, PAT testing, legionella risk assessments and any other requirements that may be applicable will be discussed at the market appraisal, our fully trained Lettings Managers will advise what your property requires and the cost of such works is quoted on an individual basis depending on the circumstances, such as the size of the property or amount of work required.



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

Client money protection provided by ARLA



Independent redress provided by The Property Ombudsman