Carter Jonas

# OXFORD - OUR SERVICES AND FEES

## THREE LEVELS OF RESIDENTIAL LETTING SERVICE

**LETTING ONLY SERVICE** – fees payable in advance 9.6% inc VAT

**LETTING & RENT COLLECTION** – fees taken in instalments as the rent is payable 10.8% inc VAT of the rent

**LETTING, RENT COLLECTION & MANAGEMENT SERVICE** – fees taken in instalments as the rent is payable 14.4% inc VAT of the rent

### TENANT REFERENCING

The fee for obtaining references on each prospective tenant will be £96 inc VAT. This fee includes checking the passport and visa (if applicable) of any prospective tenant, to comply with the Immigration Act 2014.

### TENANCY DOCUMENTATION

Preparation of our standard Tenancy Agreement is £300 inc VAT.

Preparation of our standard documentation for a fixed term renewal, periodic or a rent review including serving a Section 13 Notice (where applicable) £240 inc VAT.

### DEPOSIT REGISTRATION

Carter Jonas LLP is able to register the Tenants deposit with the Tenancy Deposit Scheme for a fee of £50 inc VAT paid annually in advance.

| Our services include | Letting only | Letting & rent collection | Letting, rent collection & management |
|---|---|---|---|
| Advice on pre-letting prospects and market rent | ● | ● | ● |
| Advice on statutory duties | ● | ● | ● |
| Arranging an EPC (Energy Performance Certificate)* | ● | ● | ● |
| Producing property details, marketing and advertising | ● | ● | ● |
| Conducting viewings & negotiating offers and terms | ● | ● | ● |
| Applying for references and Right to Rent check* | ● | ● | ● |
| Preparation of documentation* | ● | ● | ● |
| Membership of Tenancy Deposit Scheme* | | ● | ● |
| Inventory preparation, check in and check out* | | | ● |
| Arrangements for electric and gas safety records* | | | ● |
| Cleaning arrangements* & transferring of utilities | | | ● |
| Dealing with ongoing receipt of rent | | ● | ● |
| Payment of invoices | | | ● |
| Submitting a statement of account to the Landlord | | ● | ● |
| Attending to day-to-day maintenance including minor repairs | | | ● |
| Carrying out property visits | | | ● |
| Preparing and serving notices* | ● | ● | ● |
| Negotiating and arranging the deposit return | | | ● |

*Depending on your particular requirements, other fees may apply and more information on these fees is given in our terms of business. Please ask the lettings team for a copy.

Carter Jonas is proud to be a member of The Association of Residential Lettings Agents (ARLA Propertymark). ARLA Propertymark is the UK's foremost professional body for letting agents: **arla.co.uk**

Carter Jonas is regulated by RICS which funds a client moneyprotection scheme. Clients who entrust money to firms regulated by RICS are protected in the unlikely event that the money is mishandled: **rics.org/uk**

Carter Jonas is a member of The Property Ombudsman redress scheme. We are proud of the service we provide to our clients, but should you wish to contact the ombudsman: **tpos.co.uk**

RICS Regulated by RICS

The Property Ombudsman

arla | propertymark