

# OXFORD - OUR SERVICES AND FEES

## THREE LEVELS OF RESIDENTIAL LETTING SERVICE

Letting Only Service payable in advance 12% inc VAT

Letting & Rent Collection Service taken in instalments as the rent is payable 13% inc VAT of the rent

Letting, Rent Collection & Management Service 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 £264 inc VAT

Preparation of our standard documentation for both a fixed term renewal and periodic tenancy is £200 inc VAT, applicable for all services.

## DEPOSIT REGISTRATION

Carter Jonas LLP are able to register the Tenants deposit with the Tenancy Deposit Scheme for a fee of £48 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](http://arla.co.uk)



Carter Jonas is regulated by RICS which funds a client money protection scheme. Clients who entrust money to firms regulated by RICS are protected in the unlikely event that the money is mishandled: [rics.org/uk](http://rics.org/uk)  
To view our certificate [RICS Client Money Protection \(carterjonas.co.uk\)](http://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](http://tpos.co.uk)

# Carter Jonas