

# Tenant Fees & Charges

# OXON

PORTFOLIO MANAGEMENT

\* All fees and charges shown are inclusive of VAT

One week's rent in order to reserve a property.

Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right to Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

## Holding Deposit

If the Tenant is a company (PLC, Ltd or LLP) an administration fee is payable to reserve the property instead of a holding deposit. Please see section below titled 'Company Tenant'

## Security Deposit

(per tenancy for rents under £50,000 per annum)

Five weeks rent to cover damages or any defaults against the tenancy on the part of the Tenant

## Security Deposit

(per tenancy for rents over £50,000 per annum)

Six weeks rent to cover damages or any defaults against the tenancy on the part of the Tenant

## Company Tenant

(as defined by PLC, LLP or Ltd)

£700.00 (Inc VAT). This is a non-refundable fee and covers the costs associated with referencing and contribution towards the Tenancy Activation Fee.

## Change of Sharer

(Tenant's Request)

£50 (inc VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the administration of taking Landlord's instructions, new Tenant referencing and Right to Rent checks, deposit registration as well as the preparation and execution of new legal documents.

## Variation of Contract

(Tenant's Request)

£50 (inc VAT) To cover the costs associated with taking Landlord's instructions as well as the preparation and execution of new legal documents.

## Early Termination

Should the Tenant wish to leave their contract early, they shall be liable for the Landlord's costs in reletting the property as well as all rent due under the tenancy until the start date of the replacement tenancy.

These costs will be no more than the maximum amount of rent outstanding on the tenancy. Please refer to our [website](#) for details of Landlord fees.

## Lost Keys

Tenants are liable for the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the Tenant, landlord and any other persons requiring keys will be charged to the Tenant.

If extra costs are incurred there may be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).