

All charges are reviewed annually by scottfraser and can therefore be subject to change. All charges are shown inclusive of VAT at the prevailing rate unless otherwise stated. Please note, scottfraser require ID and Visa (if applicable) prior to proceeding with any offer.

To be read in conjunction with our 'Guide to Renting in Oxford' [here](#).

Application Fees (non-refundable*): Includes: Referencing, preparation of tenancy agreements and deposit protection	
Student / HMO sharer (3 or more) - per tenant	£200
Single person	£288
Company	£288
Couple or 2 sharers	£348
Family (couple with children under 18)	£348
Guarantor - per Guarantor	£60

Inventory Fee An independent official check-out of the inventory and schedule of condition at the end of tenancy. This fee is charged at the end of your tenancy and is deducted from your deposit.	
Unfurnished – Check Out	Furnished – Check Out
1 Bed - £126.00	1 Bed - £132.00
2 Bed - £144.00	2 Bed - £156.00
3 Bed - £156.00	3 Bed - £180.00
4 Bed - £168.00	4 Bed - £198.00
5 Bed - £192.00	5 Bed - £228.00
Larger properties price available on request.	

Tenancy Renewal Fee - Per tenancy	£138
Change of Tenant Fee Referencing fee £200 for incoming tenant / £390 penalty fee to outgoing tenant in mid tenancy	
Pet Fee Non-refundable. Payable in all cases where pets are accepted in a property. Fee taken at the start of tenancy. Variable depending on size of property/type of pet.	
Deposit Works Handling Charge To be charged should the property not be returned in the condition detailed on the inventory, and works are required to return the property to the original standard. scottfraser will charge to arrange the works	£60
Missed Appointment	£84
Rent Arrears Reminder Letter - Per letter	£36
Early Termination of Tenancy Fee	Four weeks rent plus VAT
Missed Inventory Check Out Fee This will only be charged if the property is not ready to check out at the agreed time	£100
Tenants Reference (per tenant)	£30 plus VAT (£36 in VAT)

The Government 'How to Rent Guide' will be served via PDF attachment to the Final Offer Terms unless a hard copy is requested.

scottfraser is an ARLA licensed member.

Client Money Protection from ARLA. Independent Redress with The Property Ombudsman (TPO)

Please ask a member of the team to print a hard copy should you not have access to the internet.

* Unless the landlord withdraws from negotiation (other than for failed references).

Application Fees: After payment of fees and return of offer forms the property will be removed from the market and referencing will commence. Should you withdraw for any reason, these fees will not be refunded. If the landlord decides not to let the property for any reason (other than non-receipt of satisfactory references) all fees, rent and deposit paid by the tenant will be refunded. All applications are subject to contract, referencing and landlord approval. Valid ID, proof of address and Visa (if applicable) is required prior to commencing with any offer.

Referencing Timescale: Links to a referencing company will be sent to you upon the Landlord's agreement of any offer and receipt of verified ID. You will then have 24 hours to complete this link and for scottfraser to be in receipt of satisfactory references. If the full referencing is not completed with 72 hours, the Landlord reserves the right to re-market the property immediately and your tenancy application fee may be forfeited.

Rent: All rent is due in cleared funds two full days prior to tenancy starting. Subsequent rent payments are due on the date specified in your tenancy agreement. Rent is payable by standing order unless otherwise specified in the tenancy agreement. For shared properties, we request that the rent is submitted as one full payment from the allocated head tenant unless you have agreed with your lettings negotiator, in advance, that you will each pay your individual share.

Deposits: Tenants' deposits are twice the monthly rental. scottfraser are members of the Tenancy Deposit Scheme (TDS). The deposit is to cover damage to the property, outstanding rent, unpaid utilities, cleaning, and any breaches by the tenant of the tenancy agreement. At the end of the tenancy, the deposit will be returned to the tenant as soon as practicably possible, less any deductions agreed. If deductions cannot be agreed between parties, the case will be referred to the TDS for expert third party adjudication and the apportioning of deposit money.

Renewing your tenancy: Approximately three months prior to the end of your tenancy we will contact you to ask if you would like to extend the tenancy with the consent of the landlord. If you do, a renewal agreement will be negotiated and the agreement sent to you for signature and return as soon as possible. Payment must be received prior to the start of the renewal period. If you do not wish to renew your tenancy scottfraser will commence marketing, and the property must be made available for viewings. If you subsequently decide to renew the tenancy and remain at the property, you will be responsible for abortive charges including any advertising costs and refunds of application fees in respect of the new tenancy.

Early termination of tenancy: Once the tenancy agreement signed and dated ("executed") both parties are legally obliged to proceed. Your landlord is under no obligation to release you from your tenancy before the expiry date and can hold you liable for rent until the end of the fixed term. In exceptional circumstances, a landlord may agree to release you from your obligations, provided a suitable replacement tenant has been found and rent payments continue until the new tenancy commences. In such cases, you will also be asked to pay an early termination fee of one month's rent plus VAT.

Inventory: You will be offered a check in appointment via our third-party inventory supplier. This will be subject to satisfactory references, signed tenancy agreement, and first account monies received.

Change of tenant in shared properties: Subject to agreement from the landlord and receipt of the agreed fee a change of sharer can take place. The outgoing tenant/s must give a minimum one month's written notice of the date of proposed vacation. All existing tenants will remain jointly and severally liable for payment of rent and condition of the property until a replacement tenant has been successfully referenced, and the Deed of Assignment completed. The Deed will not be executed until any relevant fees have been paid. In signing the Deed agreement, the new tenants agree to accept the property in accordance with any original inventory and schedule of condition prepared at the start of the initial tenancy. It is not until the final tenancy ends and the property is vacated that the checkout will be carried out and the deposit returned in the usual way.

Utilities and services: You are responsible for payment of gas and oil (where applicable), electricity, council tax, television licence, telephone, broadband internet access and any other subscription services such as SKY. Cable is not always available at a property and you must make your own enquiries in this respect. A satellite dish must not be erected at the property without the written permission of the landlord.

Property information: Every effort has been made to ensure that you are given correct information about the property for which you are making an application. You must ask if there is any aspect of the property about which you are unsure.

Guarantor: Guarantors will be required to sign the tenancy agreement and will be jointly and severally liable under the terms of the tenancy, including payment of rent and any breaches by the tenants of the tenancy agreement.

Student Accommodation: If you are applying for a student property, please also be aware of the following:

- scottfraser must be informed should you wish to continue renting the property into the following academic year before the 1st November each academic year. If we have not been informed of your intention to continue renting, the property may be advertised on the open market.
- Tenants who do not wish to renew their tenancy are obliged to allow viewings from the month of November. Reasonable access must be allowed throughout the tenancy.
- **The deposit and rent for student accommodation is payable upon signing of the tenancy agreement and the deposit is non-refundable should the tenant decide not to proceed with the tenancy or we have been unable to secure satisfactory references.**

Right to Rent: Under Section 22 of the Immigration Act 2014 a landlord must not authorise an adult to occupy property as their only or main home under a residential tenancy agreement unless the adult is a British citizen, or European Economic Area (EEA) or Swiss national or has a Right to Rent in the UK.

As part of your references you will need to visit the office with your passport and any Visa documentation in order to verify your right to rent in the UK. If you are unable to provide these documents we will be unable to continue with your tenancy application and your fee will not be refunded.

Insurance: You are required to take out insurance for the duration of your Tenancy, which covers you for accidental damage to the Landlords belongings and Personal Liability cover. Proof of insurance is required prior to the tenancy starting.

Data Protection: When applying for a property we have a contractual obligation to store your data for the purposes of the tenancy agreement. You can read our [privacy policy here](#) for the full details on how we protect and manage your data.

Referral fees: Information on our referral fees can be found here: <https://www.scottfraser.co.uk/referral-fees-tenants/>