OAKTREE

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **ARLA**

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

FEES TO: **TENANTS**

www.oaktreewestlondon.co.uk

Fees are all inclusive of VAT

HOLDING DEPOSIT: A Holding Deposit equivalent to one week of the rent is payable should you put an offer on a property. Should you cancel or change any of the original terms of your offer, refuse to provide references within 15 days of paying the holding deposit, provide false references or fail the right to rent check the holding deposit will not be refunded. Should the Landlord or the Landlord's Agent not accept the offer or be unable to proceed, the holding deposit will be returned to you with no deductions within 7 days of the rejection.

NO FEES for TENANTS: In accordance to the Tenant Fees Act (2019) we do not charge individual Tenants any administrative, referencing or inventory fee for Assured Shorthold Tenancies or licences. For common law tenancies not provided by the Tenant Fees Bill (2019), such as a Company Let, a Tenancy Set Up fee of £100 applies for each new tenancy, renewal of tenancy & any amendment to the Tenancy.

ASSISTANCE SERVICE: Oaktree offers Tenants an "Assistance Service". This includes providing an original copy of the signed tenancy agreement, assistance in setting up utility bills and media services. A fee of £30 including VAT applies. This is not a compulsory service. If interested enquire with a member of the Letting team.

CHECK IN AND CHECK OUT: Keys must be collected and returned to our office. If you wish to collect and/or return keys at the property a fee of £60 applies. Should you wish to attend to check in and check out formalities, whether with a member of Oaktree or with an Independent Inventory Clerk (should the Landlord decide to use one) there is a charge of £60. If available, copies of inventories and schedule of condition at check in and check out can be request for £30 per copy. We can provide for bespoke check in and check out arrangements at extra cost. If interested enquire with a member of the Letting team.

PAYMENT: Card payments are only accepted for Oaktree's fees, including holding deposit. We do not accept payment of deposit and rent by card. Rent and Deposit can be paid by cheque, bank drafts and bank transfers. We do not accept payment in cash.

CANCELLATION FEE: Should you cancel a pre-booked appointment with less than 12 hours notice or fail to be present for any appointment made/ arranged by Oaktree at your rented property (such as inspection, check-in, check-out, contractor visits) a cancellation fee of £50 applies.

AMENDMENT FEE. A fee of £50 applies during the tenancy for any contract re-negotiation, change in contract terms, such as ending terms or changing rent, any other updating to your tenancy agreement such as change of Tenant, occupier or guarantor.

EARLY TERMINATION OF TENANCY: Should you wish to surrender your tenancy before the end of the fixed term, subject to the Landlord's agreement in writing, you will be responsible for the payment of rent until such time the new Tenant moves in and the pro-rata commission paid in advance by the Landlord for the unexpired portion of the tenancy plus any other cost to compensate the Agent and the Landlord of your breach. Please refer to your Tenancy Agreement for more details and enquire with the Lettings Manager. A fee of £50 also applies

OTHER FEES:
- Lending a set of keys, if keys are available in our office, a refundable deposit of £20;
- Making copies of keys/fobs/entry cards/parking permits if you have lost or misplaced them, the reasonable cost to replace them;
- Extra-Copy / photocopy £1 per copy;
- Providing references for previous Tenant after moving out from any Oaktree's properties £30;

AUTHORISED PAYMENT FOR OUT OF HOURS EMERGENCY REPAIR:
- Max payment authorised for out of office hours is £240 (including Vat) unless exceptional circumstances applies

IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES, PLEASE ASK A MEMBER OF THE LETTING STAFF