



# Lettings Process for Tenants



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## **A Brief Guide to Renting a Property.....**

The ancient golden buildings of Oxford's famous universities create a wonderful atmosphere throughout this beautiful city. The dreaming spires, hushed libraries and quaint historic streets contribute to the unique atmosphere of the place and living here a genuine delight. All these attributes contribute to high house prices; the city's combination of green spaces, excellent schools, superb cultural facilities, access to the lovely Cotswolds, and easy commute to London (one hour) make it an immensely attractive and often an expensive place to live. When it comes to the property market, demand is high and competition for the most sought-after properties near the best schools can be fierce.

Oxford is circled by a ring road (A40) and the city is mainly confined within its borders; but there are areas outside the circle that are part of the Oxford market, such as Cumnor to the West, Littlemore to the South, Risinghurst to the East, and Cutteslowe to the North. The housing stock is diverse - everything from Regency crescents and classy Victorian suburbs to humbler Victorian terraces and cottages, 1930s semis (lots of them), council property and new-build developments. The large student population, the growth in new companies and business parks, and the numerous medical facilities, mean that Oxford also has a very busy rentals market

Those in search of country homes, executive mansions, a barn conversion, a bungalow, or a thatched retreat, will need to head beyond the ring road to the surrounding rural settlements.

### **Rental**

In Oxford rents are generally quoted and paid monthly in advance. When renting a property, a Tenant may reasonably expect to take occupation approximately 2 weeks after acceptance of an offer.

### **Furnished**

All properties are available are available fully furnished and fully equipped, this includes all the white goods (kitchen and laundry appliances), floor and window coverings (blinds and/or curtains, crockery/ cutlery and all larger furniture items. Sets of linen and towel packs will also be included.

### **Serviced/ Non Serviced**

Our properties are available either:

- Serviced which includes a weekly linen and towel change and includes all bills.
- Non-Serviced, inclusive of all bills or
- Non-Serviced, exclusive of bills

## The Lettings Process

*Below is a guide to the lettings process and the steps that you can expect to take to take in order to find and move into your chosen property, this can take anything from 10 days to a few weeks.*

### Register Details

The first step is to register your interest in letting a property. You can call into our office or register on-line. One of our lettings team will be happy to discuss your requirements with you.

It is important that you provide us with as much information as possible, so that we can search properties we currently have available and match them to your criteria.

### Search for Properties

Once we have a clear understanding of your requirements we will be able to provide you with a selection of properties that match your criteria. You will be able to get an excellent insight into each property by talking to our staff that will have visited each of them. We will provide you with copies of the detailed lettings particulars that have a number of internal and external photographs. These can also be viewed on our website by doing a property search.

### Accompanied Viewings

It is important to view the property at your earliest convenience. We will accompany you on viewings to your shortlisted properties.

Our offices are open 8.30am –5.30pm Monday to Friday, and 9am to 12pm on Saturdays.

### Selecting a Property

Once you've identified a suitable property and supplied us with details of referees, references will be applied for and your information will be forwarded to the landlord for acceptance. There is a £35.00 charge to take up references.

If a guarantor is required for the tenancy, the said person will also be referenced. They will also be required to sign the tenancy agreement outlining their obligations.

### Rental Paperwork

Once the landlord confirms that they would like to proceed we will draw up the relevant paperwork, forming an agreement to be signed by both parties. The initial funds including any administrative charges, an advanced rental payment, a rental deposit which is reimbursed to you at the end of the tenancy (subject to the details and findings of the inventory check-out report) will need to be paid at this stage.

Where relevant your deposit will be held by a third party as part of the DPS, Deposit Protection Scheme. <https://www.depositprotection.com/default.aspx>

**Inventory**

The inventory clerk will note down contents and the condition of the property prior to move in and a written report will be supplied to both landlord and tenant.

At the end of the tenancy, this document will be checked against the current condition of the property and the cost of any missing items or damage to the fixtures and fittings will be calculated and sent to you for your comment and approval.

**Completion**

Only once the check-in has been completed and we have received cleared funds and both parties have signed and exchanged the tenancy agreement the property is legally yours. At this time the keys will be released and you are free to move in.

**Standing Order**

It is advisable that Tenants pay from just one bank account, and set up a standing order for when the payment instalments are due.

## Information for non-serviced, exclusive of bills tenants

*For tenants that choose a property that is non-serviced and exclusive of bills, it will be your responsibility to contact all the relevant authorities to inform them of a change of Tenant. The check-in clerk will take electricity and gas meter readings and pass these onto you.*

### **Electricity:**

All bills will be sent on a quarterly basis. You can elect to pay your bill by monthly direct debit from your bank account.

### **Gas:**

As with electricity, gas is usually billed quarterly but can also be paid by other methods such as direct debit (monthly or quarterly) and there may be a % discount for opting for the direct debit scheme

### **Water Rates:**

These are usually billed twice yearly or annually. Some properties have water meters and the charges will then be based on consumption. However, the majority of rental properties are still charged a flat rate determined by the water board.

### **Estimated guide for quarterly charges**

PROPERTY SIZE	GAS	ELECTRICITY	WATER
1-2 BEDS	£65 - £150	£50 - £120	£90 - £120
2-3 BEDS	£100 - £150	£75 - £150	£120 - 250
3-4 BEDS	£120 - £200	£120 - £160	£250 - £350
4-5 BEDS	£210 - £275	£140 - 275	£250 - £400

*Charges depend on how the property is heated, which appliances are installed and how frequently they are used.*

### **Council Tax:**

This is an occupant's tax ranging from £943 - £2900 per year. We will inform the Council of the change in occupant and bills will be sent to you at the property. There is a 25% discount for single dwellers, but the table on the next page indicates the amount of tax for 2 + persons. Please note that the amount charged can vary dependant on which band the property falls into, this depends on the value of your property and the local facilities provided. Council tax can be paid yearly, quarterly or by monthly installments.

<b>Local authority Oxford</b>		
<b>Council Tax</b>	<b>Local cost</b>	<b>National average</b>
Band A	£1,028.87	£943
Band B	£1,200.34	£1,100
Band C	£1,371.82	£1,257
Band D	£1,543.30	£1,414
Band E	£1,886.26	£1,729
Band F	£2,229.21	£2,043
Band G	£2,572.17	£2,357
Band H	£3,086.60	£2,829
<b>Local authority South Oxfordshire</b>		
<b>Council Tax</b>	<b>Local cost</b>	<b>National average</b>
Band A	£980.83	£943
Band B	£1,144.31	£1,100
Band C	£1,307.78	£1,257
Band D	£1,471.25	£1,414
Band E	£1,798.19	£1,729
Band F	£2,125.14	£2,043
Band G	£2,452.08	£2,357
Band H	£2,942.50	£2,829

#### **Telephone:**

You will need to contact British Telecom (BT) and advise them of the change of occupant and arrange for them to issue you with a telephone number. BT will forward an application form, which you must complete and return to them immediately to ensure continuous connection. Alternatively you can sign up on line with them on [www.bt.com](http://www.bt.com).

#### **Television Licence:**

If you have a television, you must obtain a licence for your property. You need only one licence per property, no matter how many individual TV sets you have. This includes handheld / pocket TV's or TV watched through your computer or mobile phone. A licence can be purchased online or by telephone for £142.50 per annum. The fine for failing to have a TV licence is substantial and will also be your responsibility under the Tenancy Agreement in the majority of cases. Should you have a query concerning your licence then you may call TV Licensing on 0870 241 6468 or [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

#### **Insurance:**

It is imperative you insure your own personal effects as they will not be covered under the Landlord's Buildings and Content's insurance policies. Your Relocation Manager will supply you with a list of insurance companies prior to your move into the property. Please do call for competitive quotes.

## Oxford Rental Guide

### City Centre

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£725 -£850	£825- £950	£945- 1200	£1250+	-	-
<p>Central Oxford is roughly bounded by the Oxford canal to the West, the river Cherwell to the East, Christ Church Meadow to the South and St Giles to the north.</p> <p>The area includes most of the colleges, university administration buildings and libraries, the main shopping thoroughfares and notable landmarks (Radcliffe Camera, The Bodleian Library etc). It also includes a substantial student population living in halls of residence. Those determined to live right in the heart of things will struggle to find accommodation. Accommodation is hard to come across, and those who live here will be paying a premium.</p>					
Bus/ Travel info	The Airline, Oxford Heathrow/ Gatwick. Oxford Express Oxford/ London. Oxford Rail Station.				

### Central North Oxford

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£750- £850	£825-900	£945-1200	£1300+	-	-
<p>Central North Oxford, between the city centre and Summertown, contains some of the most sought-after property in the city. Banbury Road and Woodstock Road are the main thoroughfares in an area of wide tree-lined roads and large Victorian Gothic-style detached and semi-detached houses with substantial gardens front and back (the North Oxford Victorian Suburb conservation area).</p> <p>It's a definite attraction for parents and being close by can add 20 per cent to prices.</p>					
Bus/ Travel info	Water Eaton Park & Ride Cutteslowe- City Centre. Pear Tree Park & Ride Wolvercote to City Centre.				

## Jericho & The Waterways

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£800-850	£850-950	£955-1150	£1325-1450	£1650+	-
<p>Jericho is a prime residential area mainly featuring pretty rows of two-up, two-down terraces built for artisans. Jericho's narrow streets are now popular with young professionals and commuters. Many of the houses have been developed and extended with basement and roof conversions, and residents are keen to retain their period features.</p> <p>It is now a trendy metropolitan thoroughfare with cafes, restaurants, cocktails bars, an arthouse cinema and, a sure sign of the shift upmarket, Raymond Blanc's Le Petit Blanc restaurant.</p> <p>Jericho's western border is formed by the lovely Oxford Canal - colourful narrowboats, pretty cottages and picturesque walks along the towpath. It's now a prime target for redevelopment and there are several new schemes in progress on both banks.</p>					
Bus/ Travel info	Stagecoach 17, Jericho/ Summertown/ Cutteslowe. Pear Tree Park & Ride Wolvercote to City Centre.				

## Summertown

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£650-775	£675-830	£795-995	£895-1200	£1000-1300	-
<p>The area features smaller (but still substantial) and less expensive Victorian and Edwardian houses than Central North Oxford. Proximity to North Oxford's schools makes it popular with families.</p> <p>Good shopping on Banbury Road - supermarkets, pubs, restaurants and classy bakeries etc add to its popularity.</p>					
Bus/ Travel info	Stagecoach 7A/B Kidlington to City Centre. Stagecoach 17, Jericho/ Summertown/ Cutteslowe. Stagecoach S5 City Centre/ Summertown/ Bicester. Water Eaton Park & Ride Cutteslowe- City Centre. Oxford Bus 2 to Kidlington & City Centre.				

## Wolvercote

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
-	£650-£725	£725-825	£825-900	£900-1100	-
<p>This is one of several villages that have been absorbed by the city, but it still retains its own identity. The village is divided into two parts, Upper and Lower Wolvercote, on either side of the Oxford canal.</p> <p>Upper Wolvercote is flanked by Wolvercote Green and the canal and is bordered by the Woodstock Road and North Oxford suburb to the East. It contains the primary school (on First Turn) and St Peter's church.</p> <p>Lower Wolvercote runs down to the Thames at Godstow, where you'll find the lovely Trout Inn nestling on the banks of the Thames. It's featured in the Inspector Morse series and is said to have provided Lewis Carroll with inspiration for Alice in Wonderland.</p> <p>Wolvercote is primarily a family area with a good supply of 1930s three-bed semis and a smattering of older Victorian properties. The river, canal and Port Meadow to the South make it a peaceful, popular and relatively expensive place to live.</p>					
Bus/ Travel info	Stagecoach S2, City Centre/ Wolvercote/ Witney. Pear Tree Park & Ride Wolvercote to City Centre. Oxford Bus 6 to City Centre.				

## Cotteslowe

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
-	£725-795	£795-895	£895-1200	£1200+	
<p>Cotteslowe, on both sides of the ring road, is a mix of council properties, 30s, 40s and 60s development and some more recent stock.</p> <p>One of Oxford's largest parks is here; it features a children's pool, a bowling green and tennis courts, crazy golf, a duck pond, flower gardens, a steam train and playing fields.</p> <p>Cross the Banbury Road to the West and you enter an attractive enclave close to the North Oxford Golf Course and around the Linkside Lake (Linkside Avenue and Lakeside) featuring 50s-built three, four and five-bed detached houses with large gardens.</p>					
Bus/ Travel info	Stagecoach 17, Jericho/ Summertown/ Cotteslowe. Water Eaton Park & Ride Cotteslowe- City Centre. Oxford Bus 2 to Kidlington & City Centre.				

## Marston & Old Marston

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
-	£725-795	£795-895	£895-1000	£1000+	
<p>Marston is a village about 2 miles (3.2 km) northeast of the centre of Oxford which has now been absorbed by the City</p> <p>Marston can be found along Marston Ferry Road, east of Summertown. Houses are much newer here, and so lack the character of many of the homes in Oxford. There is a cycle route which links Marston with Central Oxford via the Meadows.</p>					
Bus/ Travel info	Stagecoach 14, Centre/ Marston / JR Hospital. Stagecoach U5 City Centre/ Headington/ Marston. Oxford Bus 13 to City Centre.				

## Headington

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-750	£695-825	£800-900	£900-1100	£1000-1400	£1400+
<p>Headington is a large area to the East of Oxford, featuring large detached properties and Edwardian semis.</p> <p>The streets off Old Street and Bury Knowles Park are Headington's most expensive and include some large period houses. For beautiful cottages with clay-tiled roofs and white-washed walls, look no further than the listed seventeenth-century houses on The Croft.</p> <p>Gipsy Lane, off the Headington Road, runs parallel to the Oxford Brookes campus. The streets off this contain ex-local authority properties and have, for the most part, been snapped up by investors and let to students.</p> <p>North of Highfield Avenue, Bickerton Road, Stapleton Road, close to the Nuffield Orthopaedic Centre, feature more upmarket homes - large detached Victorian houses with rambling gardens.</p>					
Bus/ Travel info	Stagecoach 7C Barton/ Headington/ City Centre. Stagecoach U1 City Centre/ Headington/ Wheatley. Stagecoach U5 City Centre/ Headington/ Marston. Thornhill Park & Ride Sandhills to City Centre. Oxford Bus 8, 9 and 15 to City Centre.				

## St Clements

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-750	£675-775	£775-900	£900-1200	£1200-1600	£1500+
<p>Back at the top of Cowely Road, St Clement's Street runs east from The Plain towards Headington.</p> <p>The surrounding streets make up a small but popular enclave with a mix of modern developments, 30s houses and some lovely early-Victorian properties.</p> <p>The Cherwell runs past here, and South Park is just across the road, so it's close to attractive green areas, but still very central.</p>					
Bus/ Travel info	Thornhill Park & Ride Sandhills to City Centre. All buses towards Cowley, Iffley. Oxford Bus 8, 9 and 15 to City Centre or Headington.				

## Cowley & Cowley Road

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-675	£650-725	£7250-850	£850-995	£995-1600	
<p>The Cowley Road area has lots of terraces and semis built when the car industry expanded here in the 1920s and 1930s. It's a diverse community with a multicultural population (Irish, Asian, Afro-Caribbean). There's also a busy rentals market thanks to the student presence and proximity to the BMW factory and the Oxford Business Park.</p> <p>As you head south you have Temple Cowley, the best and most prestigious part of the area. This includes a conservation area and features some picturesque stone cottages, some 18th century buildings and 19th and 20th century suburban development. The stock is a mix of four and five-bed detached houses, semis and smaller terraces, and is generally popular and well thought of. The Cowley Marsh recreation grounds are close by and include tennis, cricket and football facilities, a floodlit street-sport site, and a children's play area. The Temple Cowley swimming pools are also here.</p> <p>On the other side is a large swathe of property that makes up most of Cowley - the property here is mainly the three-bed 30s semi. There's a large shopping centre at Templars Square that forms a focus for the community - it includes banks, estate agents, cafes and restaurants, a post office and Supermarkets.</p>					
Bus/ Travel info	Stagecoach 1 to City Centre, Stagecoach 10 Cowley Centre to JR Hospital. Oxford Bus 5 to City Centre.				

### Iffley Road and Iffley Fields

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-675	£650-750	£750-895	£895-1250	£1250-1450	£1450+
<p>Iffley village itself is a small but attractive area blessed by proximity to the Thames. There are lovely walks down to Iffley Lock and along the river that make this a popular and sought-after area.</p> <p>The property market is a mix of period properties and more modern detached houses. The village has a picturesque twelfth-century church, some pubs, a hotel and some local shops.</p>					
Bus/ Travel info	Stagecoach 3 Rose Hill/ Iffley Road/ City Centre. City Bus 4 to City Centre.				

### Abingdon Road & Grandpont

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-675	£650-825	£800-950	£815-1100	£1200+	-
<p>The streets to the right, off Abingdon Road, contain Victorian and Edwardian terraces that have become increasingly popular. This is the Grand Pont area, convenient for the city but still relatively affordable and well served by the shops and restaurants on Abingdon Road. The more extensive shopping on Botley Road is also close by.</p> <p>South of Grand Pont is New Hinksey, which is mainly an area of 30s semis and smaller terraces. The city's outdoor swimming pool is just off the Abingdon Road in Hinksey Park, which also holds a variety of wildlife in its freshwater lake, and has tennis courts and a play area.</p> <p>Access to West Oxford is possible from here via a walk across the lake and railway track through the countryside to South Hinksey, and from there, via the flyover, to Chilswell Valley and Boar's Hill.</p>					
Bus/ Travel info	Stagecoach 31 City Centre/ Abingdon Road/ Wantage. Redbridge Park & Ride Abingdon Road to City Centre. Oxford Bus 35, X2 towards City Centre.				

## Botley Road & Osney

Studio	1 Bed	2 Bed	3 Bed	4 Bed	5+ Bed
£625-675	£650-795	£795-895	£815-1100	£1200+	-
<p>West Oxford lies to the West of the train lines and includes Osney Island, the area is located on the Thames flood plain, is surrounded by greenbelt and pasture.</p> <p>Botley Road is the main thoroughfare linking the area to Oxford. The streets off it are lined with popular two, three and four-bed Victorian terraces with small gardens. Botley Road itself is well-served with shops. There's newsagents, a deli, a bike shop, banks, a retail park with superstores and a park-and-ride into Oxford at Seacourt.</p> <p>South of the Botely Road is Osney, an island surrounded by the Thames which was once the location of a twelfth-century Augustinian abbey, there are just 285 households on the island, a third of which have views of the Thames or the Osney Stream.</p> <p>The housing stock is mainly two and three-bedroom Victorian cottages, many with well-maintained period features. Although much sought-after, they're not nearly as expensive as the cottages in Jericho.</p>					
Bus/ Travel info	Stagecoach S1, City Centre/ Botley/ Witney. Stagecoach X30 City Centre/ Botley/ Cumnor. Oxford Train Station. Seacourt Park & Ride Botley Road to City Centre. Oxford Bus 4 to City Centre.				