



Find your
home
with us





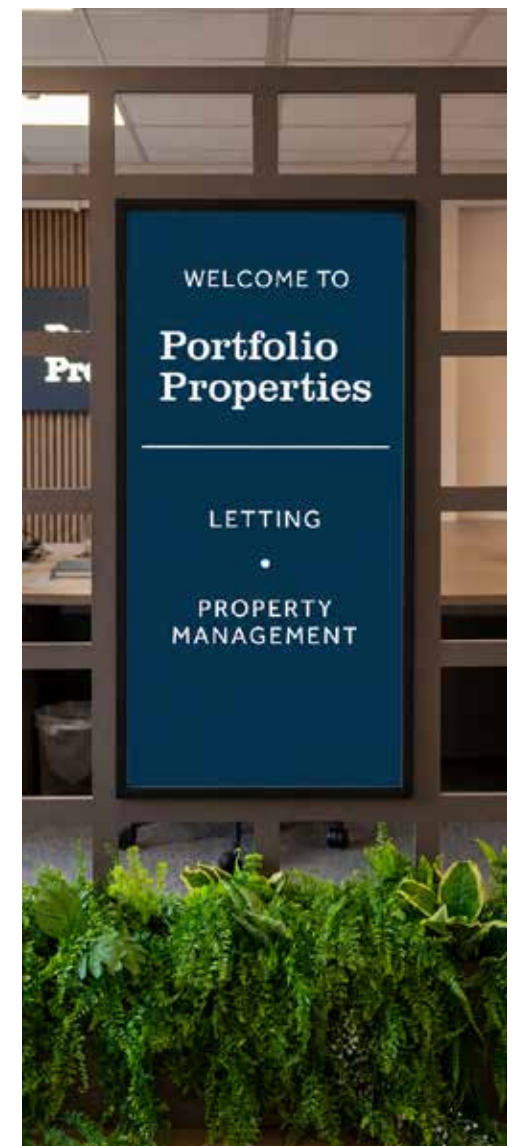
A little bit About us

Founded in 1999 by Ann White, Portfolio Properties quickly achieved a reputation for a personal touch, straightforward approach, and in-depth expertise in the local lettings market.

In 2024, Ann decided to retire, passing the baton to Breckon & Breckon, one of Oxford's most recognised and respected estate agency brands. Despite this transition, Portfolio Properties has proudly maintained its independence, continuing to operate with the same dedicated team from its office in Botley and continues to thrive on its founding principles, providing unparalleled service and expertise in the lettings market.

What sets Portfolio Properties apart from its high street competitors is its sole focus on lettings. Serving all of Oxford and a 20-mile radius beyond, the company operates from a single office which allows for a cohesive and efficient service, ensuring that every client's needs are met under one roof.

Breckon & Breckon
est. 1947



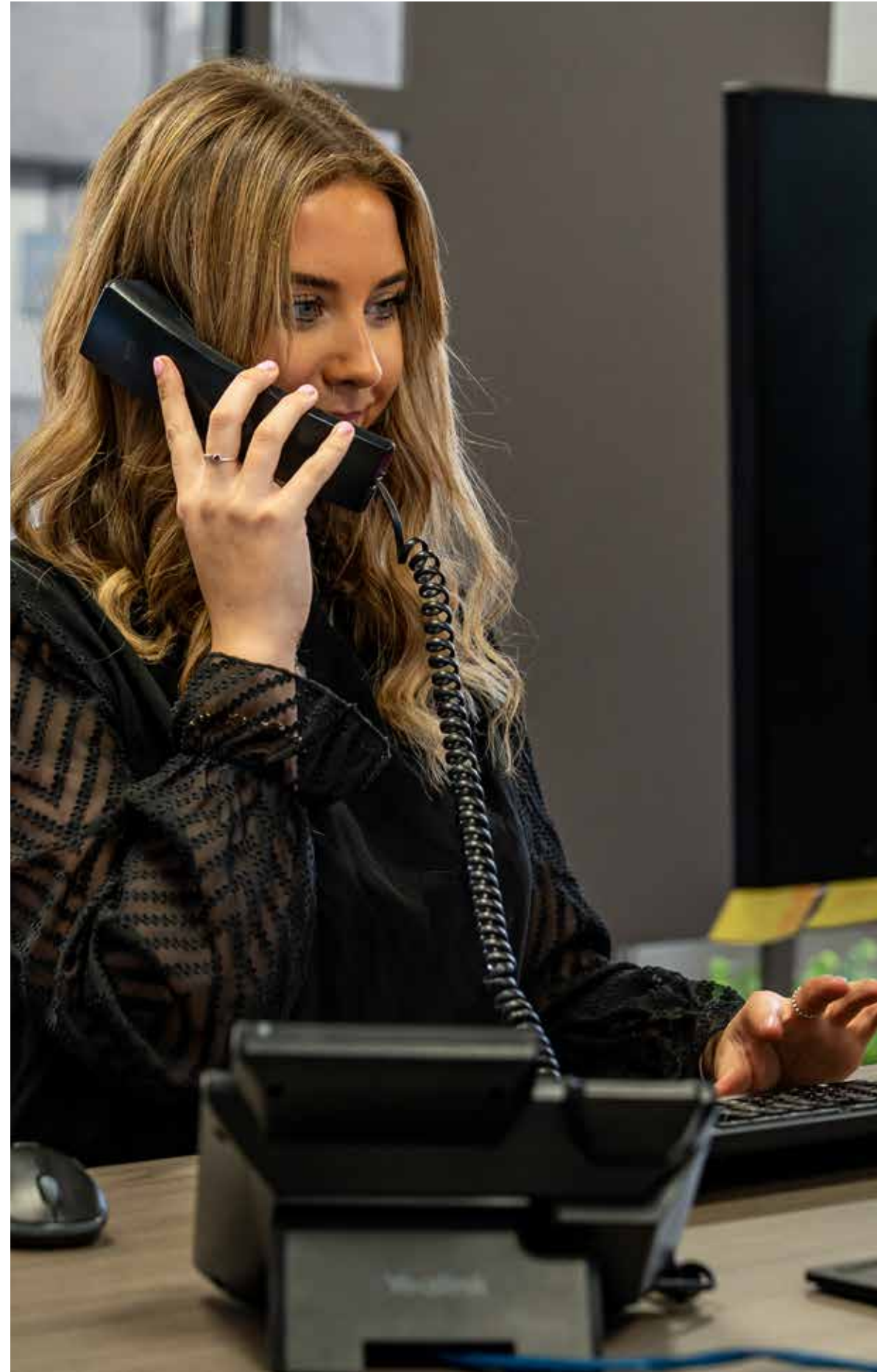
Search with us...

Initially, you'll need to register with us, after which we can let you know the properties we have available that may be suitable.

To complete your registration, we'll require the following:

- Your full name
- Address
- Contact telephone number(s)
- Email address
- Your requirements i.e. number of bedrooms, location, etc.
- Furnished or Unfurnished
- Ideal move date
- If you have pets or intend to get pets during the tenancy

We calculate affordability with our reference company based on real time affordability. This will be assessed based on genuine affordability with full credit history and income/ expenditure based on household expenditure such as rental payments and utilities.



View with us...

We'll always try to accommodate the viewing times you require during office hours.

Once you have selected the property you're interested in, please get in touch with us by phone or email, and we will book a viewing for you.

We usually allow 15 minutes per viewing; therefore, **if you are running late, please call the office** so that we can make alternative arrangements or wait for you, subject to our diary commitments.

During the busier summer months, we may run an 'open house' on properties to facilitate multiple viewings. Therefore there may be limited viewing times – **we'll always do our best to accommodate you.**

SEARCH & VIEW



Apply with us...

Once you have found your new home, you will need to apply for a tenancy by completing an online application form.

For this you will need to contact us, where we will ask for some more details. We will then send a link to a reference application, and each applicant will need to provide the following:

- Passport for identification and Right to rent share code/ Visa (if applicable)
- Proof of address (recent utility bill or bank statement)
- Last three years address history
- Employment details (if self employed, you will need your accounts or accountant details)
- Current landlord details
- UK bank account details

Once your application is received, we will then confirm the terms with the Landlord. If all parties agree, you will need to pay a holding deposit **equivalent to one week's rent**, e.g. for a property rented at £1,200 the holding fee amount would be £276.92.

Holding Deposits



There are circumstances where the holding deposit will or will not be refunded.

It is important that you know your legal rights, and you should feel free to seek independent legal advice before signing a tenancy agreement or any other document.

Current legislation stipulates that you complete the necessary paperwork within 15 days or any longer period mutually agreed. If you decide not to proceed with the tenancy at any time during this period, then your holding deposit will be retained by us.

If during that period you unreasonably delay in responding to any request made by our firm or reference partner, or if it turns out that you have provided us with false or misleading information as part of your tenancy application, or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2016, then again, your holding deposit will not be returned.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above, your deposit will be refunded within seven days.

Should you be offered a tenancy with the Landlord, and you accept, your holding deposit will be credited to the first month's rent due under that tenancy.

You will not be asked to pay any fees or charges in connection with your application for a tenancy.

If your application is successful, under our standard Assured Periodic Tenancy Agreement (APT), you will be required to pay specific fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019.

APPLY WITH US

References and Guarantors

Your reference application will then be processed by our provider, Let Alliance.

Please be prepared to assist in collecting your references by notifying your employer and Landlord and providing any additional documents, e.g. employment contract.

If you require a guarantor, they will also need to complete an application similar to that above. In addition, your guarantor must be aware that they accept legal and financial responsibility for the total rent of the property (not just your share) should you fail to pay your rent and all other terms outlined in the tenancy agreement.



Tenancy agreement

The majority of our tenancy agreements are Assured Periodic Tenancies (APT) and these include the names of all tenants who will be 'jointly and severally responsible', which means that if one person leaves the property, the others are still liable for paying that person's rent. You are all legally responsible for all of the rent, not just your share. Once the references are returned and satisfactory, we will provide you with a tenancy agreement. **Please read this agreement carefully as it is a legally binding document.** If you need a Guarantor, we will also prepare a Deed of Guarantee for them to sign at this stage.

Making payment

Once you have signed your tenancy agreement, you will receive a payment link for the rent and deposit.

This must be paid within 48 hours of signing the agreement.

You will also receive an email with details on how to set up your monthly rent payments by Direct Debit.

Please ensure this is completed before the start of your tenancy.



Deposits explained



Moving home can be a drain on your finances and we therefore offer two options when it comes to paying your deposit.

Traditional deposit

You can pay a deposit equivalent to 5 weeks' rent which we hold in an Insured Scheme with the TDS and you'll be provided with a certificate of registration.

www.tenancydepositscheme.com

DID YOU KNOW?
MONTHLY RENT: £1,200



Traditional deposit
£1,384.62
(5 weeks rent)



Alternative deposit
£403.2
(28% rent)

SAVING £981.42
in upfront moving costs vs a
traditional deposit

Alternative deposit

If your Landlord has approved the use of an alternative deposit scheme, we have partnered with Flatfair www.flatfair.co.uk

In this case, instead of paying a traditional deposit, you pay a non refundable charge, equivalent to 28% of monthly rent + VAT, split evenly between the household.

Benefits to you

- Lower up-front moving costs
- Fast and easy check-out at the end of your tenancy

Further details can be provided on request.



Other things to consider

Insurance

The Landlord will maintain insurance cover for the building and anything specified within the inventory.

However, any damage caused to these items may be charged for in a dilapidations claim at the end of your tenancy.

The Landlord does **not cover** any loss to your own items, and **it is therefore advised that you have adequate insurance to protect your belongings** and also against accidental damage caused by you to the landlords' fixtures and fittings.

To help, we have negotiated a competitively priced, comprehensive policy through our specialist provider. Please ask for further details.

Inventory

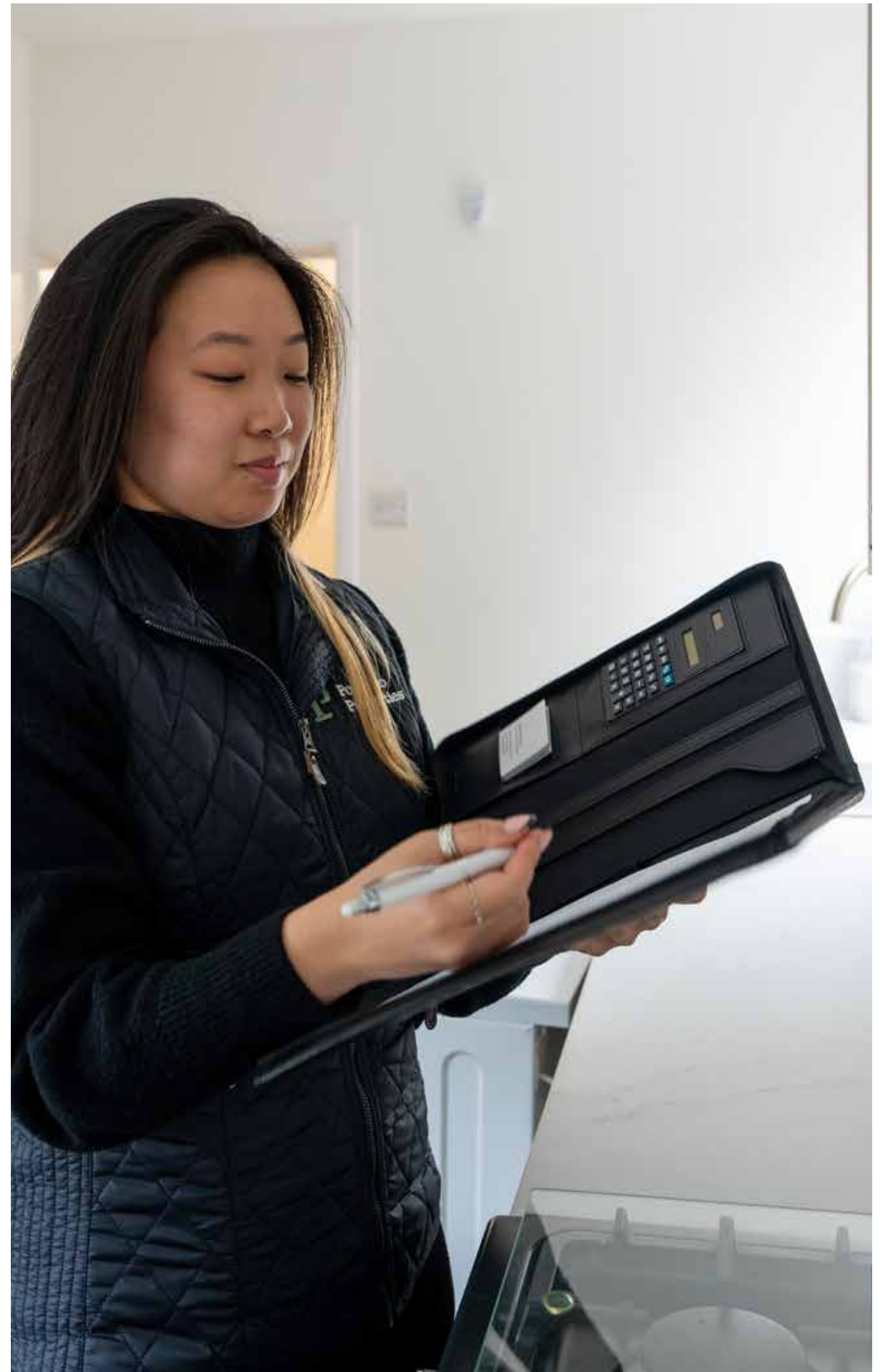
You will be provided with a copy of an inventory to check. **This is an important document** and will be used by your Landlord to form any claim for damages caused during your tenancy, so please take some time to go through it thoroughly.

Utilities

The rent does not include council tax, utilities, television licence, telephone or broadband unless otherwise stated. **You are responsible for paying all appropriate charges** (although we will arrange the utility transfer for you if the property is managed).

You must ensure that you take the relevant meter readings on the day you move in and organise payment plans accordingly.

It is also your responsibility to ensure that you have accurate bills throughout your tenancy and we will require copies of the final bills at the end of your tenancy.



What to expect from us

We'll guide you through the process, step by step. Our staff are friendly, experienced and approachable and want to ensure that your move goes smoothly.

On the day of your move, we'll make an appointment for you to collect keys.

You will need to bring your passport to this appointment as we are required by law to check your original passport and Visa (if required) for all adult occupiers. We cannot release keys until we have satisfied this check under the Immigration Act 2016.

We will then provide you with:

- ☑ Copy of your tenancy agreement
- ☑ Tenancy Deposit Registration Certificate (if applicable)
- ☑ Landlord Gas Safety Record (if applicable)
- ☑ Inventory & Schedule of Condition
- ☑ EPC (Energy Performance Certificate)
- ☑ EICR (Electrical Safety Report)
- ☑ Keys; one set per tenant

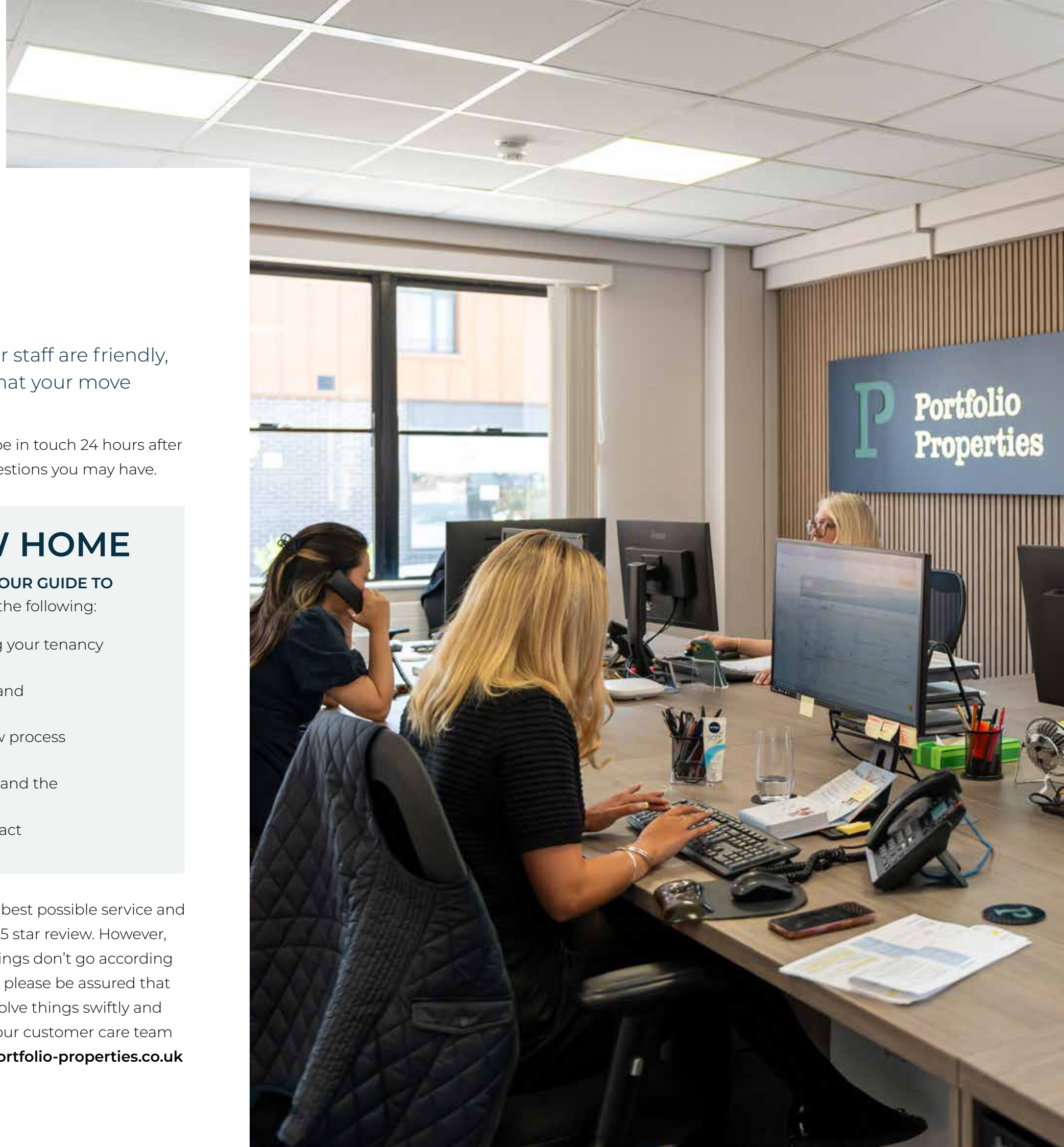
Your property manager will be in touch 24 hours after your move to answer any questions you may have.

YOUR NEW HOME

You will also receive our **YOUR GUIDE TO RENTING** with details on the following:

- Who to contact during your tenancy
- Your responsibilities
- How to report repairs and maintenance
- The Annual rent review process
- Giving notice
- Vacating the property and the checkout process
- Changes to your contract e.g. tenant swap

We work hard to provide the best possible service and hope that you can leave us a 5 star review. However, we appreciate sometimes things don't go according to plan, and if that's the case, please be assured that we'll do all that we can to resolve things swiftly and amicably. If you need them, our customer care team can be contacted at: **info@portfolio-properties.co.uk**





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Get in touch:
info@portfolio-properties.co.uk

Breckon & Breckon
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**ALSO AT:
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Summertown, Oxford OX2 7ED
01865 201111