

RE:.....

We confirm that we are to act as your sole agents in the letting and management of your property at the above address. You must continue to insure the property and your contents and advise your insurers that the property is to be tenanted and keep them informed when the property is occupied. You must also advise your Building Society/Bank should there be a mortgage.

As discussed we would suggest a rental of £.....per calendar month for the property un/furnished and our inclusive fee will be% plus v.a.t. of the amount we collect on your behalf – or £ plus v.a.t. plus £150 for drawing up the inventory should you require one. All furnishings must be upto to current fireproof regulations. The property will require an Energy Performance Certificate which lasts for 10 years – we can arrange this at a cost of £85 for which payment is required immediately.

We have to register all tenants deposits and make an extra charge of £75 inclusive of v.a.t. for this.

Gas central heating/appliances must carry the ‘Landlords Gas Safety Certificate’ and some cases electrics too. Unless otherwise instructed in writing we will organize this and payment will be taken from the first months rent. A smoke alarm must be installed which we can arrange at a cost of £35 including v.a.t.

If the property is on the market for sale we would point out to your tenants who must allow us reasonable access to show prospective buyers around – however this would not jeopardize their Assured Shorthold Tenancy Agreement.

We will ideally be looking for professional people with no pets. Should your tenant get into serious arrears we can recommend Solicitors to you who can deal with this on your behalf.

Should you wish the water system to be drained down when the property is vacant please inform us in writing/fax/email.

We trust that the above is satisfactory and we will accept your signature below as your authority to proceed.

Signed.....

Bank Details:-

Dated.....

Sort code: .../.../.....

Name of Landlord:.....

Account no.....

Address:.....

Name of account holder:.....

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Email address:.....