

Landlord (s) Details

Legal Owners(s) _____

Address _____

Post Code _____

Occupation(s) _____

Home Telephone _____ Work _____

Mobile _____ Email _____

Bank Details

(This is the account that you want your rent to be transferred into)

Bank Name _____

Account Number _____ Sort Code _____

Account Holder(s) _____

Insurance Requirements

Agent to Arrange:	Buildings	Yes/No	Amount:	£	Acc/Dam	Yes/No
	Contents:	Yes/No	Amount:	£	Acc/Dam	Yes/No

****If not, please supply copies of current Buildings & Contents Insurance Policies ****

Financial History

These questions are related to the Deposit Scheme Criteria and must be answered to the best of your knowledge. The Scheme reserves the right to check the validity of your answers with credit and fraud checking organisations. The Scheme regrets that members of the Scheme will be declined if you provide a negative response to these questions.

Has the Landlord been convicted of (or have a hearing pending) money laundering, fraud or and other financial crime? **YES / NO**

Has the Landlord been refused membership of any other Tenancy Deposit Protection Scheme whether insurance based or custodial based? **YES / NO**

Has the Landlord ever been refused a license to operate a lettings business in England or Wales which is required under the Housing Act 2004? **YES / NO**

PROPERTY DETAILS

Restrictions:	Children:	Yes/No
	Smokers:	Yes/No
	H/Benefit:	Yes/No
	Sharers:	Yes/No
	Pets:	Yes/No

SAFETY REQUIREMENTS

Agent to Arrange:	Gas Check:	Yes/No
	Elect Check:	Yes/No
	Keys (3 sets):	Yes/No
	Register Deposit:	Yes/No
	Energy Performance Cert	Yes/No

**** Please supply copies of current Gas & Electric Safety Inspection Certificates ****

UTILITIES

Council Tax Band _____ Cost (£) _____

Gas Supplier _____ Tel Number _____

Acc No _____ Meter Location _____

Electric Supplier _____ Tel Number _____

Acc No _____ Meter Location _____

Water 1 Supplier _____ Tel Number _____

Acc No _____ Meter Location _____

Water 2 Supplier _____ Tel Number _____

Septic Tank Supplier _____ Tel Number _____

Acc No _____ Tank Location _____

Oil/Gas Tank Supplier _____ Tel Number _____

Acc No _____ Tank Location _____

Alarm Supplier _____ Code Number _____

Acc No _____ Alarm Location _____

Stop Cock Yes/No _____ Location _____

Fuse Box Yes/No _____ Location _____

Parking Space Yes/No _____ Location _____

Garage Yes/No _____ Location _____

LANDLORDS CONTRACTORS

Plumbers Name _____ Phone No _____

Electricians Name _____ Phone No _____

Builders Name _____ Phone No _____

Warranties, Guarantees or Service Contracts

Supplier _____ Tel Number _____ Acc No _____ Type of Cover _____

**** Please supply copies of any Warranties, Guarantees or Service Contracts, if possible ****

Terms & Conditions

The Agents Obligations:

- 1.1 Advise the Landlord of the realistic market rental of the property.
- 1.2 Advise the Landlord of his statutory and contractual obligations.
- 1.3 Advertise the property where appropriate.
- 1.4 Show prospective tenants the property, obtain and consider references.
- 1.5 Prepare an inventory if required at the commencement of each tenancy.
- 1.6 Inform all Utility Companies of change of occupancy.
- 1.7 Arrange tenancy agreements and any necessary termination notices.
- 1.8 Act on behalf of the Landlord as his Agent in all matters appertaining to the management and tenancing of the property and obey the Landlords lawful instructions and in the absence of such instructions to act in a manner as the Agent reasonably considers being most beneficial to the Landlord.
- 1.9 Conduct the management of the property in an orderly and business-like manner.
- 1.10 Inspect the interior of the property at the end of the third month's tenancy (or more frequently where separately agreed at an additional fee of £30).
- 1.11 Demand, collect, receives and gives receipts for rent and any other payments at the time due as agreed and banks the same promptly.
- 1.12 Maintain up to date records accurately of all transactions in the management of the property and to send statements of account, payments and reports to the owner after the end of each month.
- 1.13 To keep accounts and submit copies of such accounts to the owner on request (at an extra charge of £30).
- 1.14 To keep accounts for not less than three years.
- 1.15 Provided that the Agent is holding sufficient funds in respect of the property to perform any emergency repair works to the property promptly if the cost of such works does not exceed £250 but in the event that the cost will exceed that amount the Agent will not commence the works without the prior written authority of the Landlord. If works are in the category of essential repairs the Agent retains the right to commence the work immediately and will request the Landlord to furnish the necessary finance.
- 1.16 Notify the Landlord of any breach by the tenant of the tenancy agreement promptly and if requested by the owner to do so, to instruct solicitors to take legal action as may be necessary in respect thereof, and we reserve the right to charge additional fees if we are retained in the said request. Notify, if applicable the insurance company to start proceedings.
- 1.17 Collect the deposit and hold the same on the Landlord's behalf in the Agent's Client Account at the Agent's Bank and all interest upon the said deposit shall belong to the Agent and any dispute between the Landlord and the tenant as to any payment due out of the said deposit will be resolved by the Alternative Dispute resolution Service and any decision made by the service will be final and binding.

The Landlord's Obligations:

- 2.1 To ratify all proper acts deeds and things done by the Agent in connection with the lawful management of the property.
- 2.2 To reimburse the Agent all expenses properly incurred in the management of the property.
- 2.3 To pay the Agent any fees due as detailed in the Terms & Conditions where applicable.
- 2.4 To indemnify and keep indemnified the Agent from and against any and all loss, damage or liability whether criminal or civil suffered and legal fees and costs incurred by the agent in the course of conducting the management of the property and resulting from:
 - a) Any acts of neglect or default of the Landlord or his Agent, employees, licensees or customers.
 - b) Any successful claim by any third party in respect of any matter arising from the management of the property provided that such liability has not been incurred through any default by the Agent in carrying out the Terms & Conditions of this agreement.
- 2.5 Should the tenant subsequently agree to purchase the property the Agent will be entitled to the appropriate fee from our Schedule of Fees and the money will become due on the exchange of contracts.
- 2.6 The Landlord must confirm by signature of the Terms & Conditions that he is the lawful owner of the property and should if necessary supply written evidence of Power of Attorney if applicable.
- 2.7 The Landlord is responsible for obtaining all consents to the letting from mortgagees, freeholders, insurers etc.
- 2.8 The Landlord, by signature of Terms & Conditions confirms that he has agreed for the Agent to sign any tenancy agreements on behalf of the landlord.
- 2.9 The Landlord will authorise the agent to erect a To Let board and a Let Board. The Let board will remain in place for two weeks following the commencement of the tenancy.
- 2.10 The Landlord will comply with all current regulations such as Gas, Electrical and Soft Furnishings. Should the certificates not be with the Agent 5 days prior to commencement of tenancy the Agent will instruct relevant bodies to complete certification, which will be charged to the Landlord.
- 2.11 The landlord hereby agrees that an Energy Performance Certificate will be made available to the agent. Should the certificate not be with the agent within 28days of the signed agreement. the Agent will instruct relevant bodies to complete certification, which will be charged to the Landlord.

Contract Terms-Sole & Multiple Agency:

- 3.1 The Agent will be sole agents for an initial period of 6 weeks from the date of this agreement, after which the sole agency will continue unless terminated by either party giving 14 days written notice to end the agreement on expiry of the initial term or at some later date. During the period of our sole agency you agree not to instruct any other agent to rent the property otherwise a fee of £450+vat will become due and must be paid within 3 months of the signed contract date. After the notice period the contract will revert to a multiple agency contract and the agreed fees will remain.
- 3.2 You will be liable to pay our agreed fees if a lease is signed by a tenant, or the relative or associate of a tenant, introduced by us, either directly or indirectly, during the sole or multiple agency period.

Continual Payment Of Fees:

- 4 The landlord will continue to pay the agreed fees during the time that the introduced tenant, relative or associate of a tenant, introduced by us, either directly or indirectly, resides at the address shown.

Miscellaneous:

- 5.1 It is hereby agreed that the Landlord or the Agent on the Landlord's behalf shall pay all outgoings relating to the property that the tenancy agreement does not make the tenant's responsibility.
- 5.2 The rules as to the service of notice in Section 196 of the Law of Property Act 1925 apply to any notice given under this agreement.
- 5.3 Headings in this agreement are for reference only and shall not be taken into account in interpretation.
- 5.4 All agreements on the part of either of the parties which comprise more than one person or entity shall be joint and several.
- 5.5 This agreement and all rights under it may be assigned and transferred by the Landlord.
- 5.6 If a Landlord is a Non UK Resident, tax will be deducted at the current rate until receipt of a Tax Exemption Certificate.
- 5.7 The Landlord gives the Agent authority to gain proof of protection insurance from the ingoing Tenant

LANDLORD & AGENT SERVICE AGREEMENT

Name(s) of Legal Owner(s) _____
Hereinafter referred to as 'THE LANDLORD' and 'ADVANCED LETTINGS LTD' hereinafter referred to as 'THE AGENT'
Property to Rent _____
_____ Post Code _____

Hereinafter referred to as 'THE PROPERTY'
Expected rental amount per calendar month (pcm) _____

SERVICE REQUIRED

FULL MANAGEMENT SOLE AGENCY MULTIPLE AGENCY
(Terms and Conditions apply)

Monthly Commission of _____% of the gross monthly rent and deducted from the rent received

Guaranteed Rents & Legal Insurance of 3% of the gross monthly rent (Plus IPT Tax)
A Deposit Registration Fee of **£35.00** To register the Deposit with Tenancy Deposit Solutions
A Setting Up Fee Of **£175.00** Deducted from the first months rent
A Contract Renewal Fee of **£50.00** To draft up new Tenancy Agreements
Energy Performance Certificate **£75.00** (No Vat)Valid for 10 Years -**Cheque Enclosed Yes/No**
A Check out Fee of **£50.00** payable when a Tenant is checked out of your property

TENANT INTRODUCTION SOLE AGENCY MULTIPLE AGENCY
(Terms and Conditions apply)

Fee **£** _____ Deducted from first month Rent & Security Deposit
A Deposit Registration Fee of **£35.00** To register the Deposit with Tenancy Deposit Solutions
A Contract Renewal Fee of **£50.00** To draft up new Tenancy Agreements
Energy Performance Certificate **£75.00** (No Vat) Valid for 10 Years - Cheque Enclosed Yes/No
A Check out Fee of **£50.00** payable when a Tenant is checked out of your property

All furnished properties will incur an additional £50 for the inventory and report
All fees are subject to vat at the prevailing rate unless stated

DECLARATION

I/We confirm that this agreement has been explained and is fully understood.

Landlord(s) Signatures _____ Dated _____

_____ Dated _____

Agents Signature _____ Dated _____