

**PROPERTY DETAILS**

Address .....

.....

.....

Postcode .....

Initial Marketing Rental Value .....

This is the figure we will start marketing, the actual price may differ

**LETTINGS SERVICE OPTIONS, +VAT**

Lettings Service Options	Let Only	Rent Collection	Management Service	Overseas Management
Commission Fee, Sole Agency % <input type="checkbox"/> , weeks <input type="checkbox"/> , months <input type="checkbox"/> rent	10%	12%	15%	17%
Short Let, less than six months % <input type="checkbox"/> , weeks <input type="checkbox"/> , months <input type="checkbox"/> rent				
One off administration charge				
Finders Fee	X	2 week fee	2 week fee	X
Indicate Service Agreed	X	X	X	X

Standard Tenancy Agreement ..... £125 +VAT

Deposit Registration with the DPS ..... £50 +VAT

Our minimum Letings Fee is ..... £750 +VAT

A minimum float on account £300 is required

**EXAMPLE FEE**

Based on your selection above, the Commission Fee you can expect is:

IMRV £ ..... pcm      Fee as percentage ..... % +VAT

Plus VAT of £ .....      Total £ ..... inc VAT, pcm

**ADDITIONAL SERVICES AND FEES**

In addition to the services offered under our service level agreements, the Agent will carry out the following on your instruction or as a matter of course if the situation is deemed by us to be an emergency. In situations not deemed as an emergency, if after seven days notice, we have received no instruction to the contrary we will proceed with the necessary arrangements.

Renewals- 4% first year and 2% thereafter (Let Only)

Renewal agreement for rent & collection/management ..... £250 +VAT (includes TA and Right to Rent)

Individual reference per tenant ..... £50 +VAT

Periodic tenancy admin charge (one off charge) ..... £120.00 +VAT

Abortive letting fee ..... £400 +VAT

Landlord licences ..... £199 +VAT

Use of Landlord's own Tenancy Agreement (to be approved by our solicitor) ..... £150 +VAT

Deposit registration ..... £50 +VAT

£25 +VAT renewal annually (Free of charge on Rent and Collection)

Energy Performance Certificate ..... £99 +VAT

Gas Safety (renewable annually) ..... £99 +VAT

Key cutting (excluding cost of keys) ..... £25 +VAT

Submission of deposit, preparation for deduction dispute management ..... £120 +VAT

Application for landlord licence ..... £199 +VAT (plus licence charge) collection/let only- ..... £180 +VAT

Oversee major works, applies to works in excess of £1,500 ..... POA

Additional property inspections ..... £60 +VAT

Waiting at properties for contractors deliveries, contractors charged per hour ..... £50 +VAT

Door open service ..... £30 +VAT (letting in contractors & deliveries)

Serving notice Section 21 or section 8 notice ..... £99 +VAT

Copy of monthly statement ..... £10 +VAT

Annual income and expenditure report ..... £99 +VAT

Attending court as witness on behalf of landlord ..... £350 +VAT

Applying for consent to let ..... £30 +VAT

**NOTICE OF THE RIGHT TO CANCEL**

Agreement signed in the Agents premises ..... Yes / No

Agreement signed away from Agents premises Immediate start ..... Yes / No

Agreement signed away from Agents premises Wait 14 days to begin ..... Yes / No

**LANDLORD AUTHORISATION**

I/we have read, understood and agree to the terms of this Agreement

Name: .....

Address .....

.....

Postcode .....

Signed .....      Print .....

Date .....

**AGENT AUTHORISATION**

Signed on behalf of the Agent

Signed .....      Print .....

Date .....      Office .....

**This is not a dis-instruction form:** Only complete, detach and return this section of the form if you wish to cancel the contract within the 14 day cooling off period, if applicable. I /We hereby give notice that I/We wish to cancel my/our contract as described below.

Date .....      Client .....

Address .....

.....

Signature .....