

marfleet

residential lettings

Terms of Business

PROPERTY ADDRESS: _____

Upon signing these terms of business you are confirming that you are the legal homeowner of the above property. You have gained the necessary permission to let your home and can provide written evidence of consent from your mortgage company if requested. If the property is on leasehold we may ask for written permission to let the property from the Head Lessor.

We are pleased to offer you two levels of service:

Find Tenant Only

And

Full Management

Our fees are taken in advance unless otherwise agreed. We offer pro-rata refunds only on properties we re let.

Landlords Responsibilities

IMPORTANT TO KNOW!!- Please read carefully!

The landlord must ensure they have adequate buildings insurance and pay any service charges. The tenant will be responsible for all utility charges, telephone, internet, council tax, etc.

It is mandatory that a gas safety certificate is carried out prior to the tenancy by a CORGI registered engineer. This will need to be renewed every 12 months.

If the property is to be let furnished, the furnishings must comply with the Fire and Furnishings (Fire) Safety (Amended) Regulations 1993. This relates to all furniture passing a cigarette test. The furniture includes settees, bean bags, chairs, mattresses, beds, pillows etc. All items should have a label confirming they apply, sewn into them.

Contact Inland Revenue to inform them of your position to cover your necessary tax obligations. If you are moving abroad you will need to complete a NRL1 form to attain an approval number, these can take up to 8 weeks to arrange so please leave plenty of time to arrange. You will also need to provide us with a care of address in England or Wales.

We strongly recommend an electrical certificate is carried out ensure the safety of your property.

All landlords should check to ensure all services have been changed into the tenant's names. We will take responsibility of informing the council of change of tenants at the beginning of a new tenancy, however we will not accept responsibility if the tenants fail to make these payments.

We advise landlords to have an inventory carried out by ourselves at the commencement of the tenancy. This report will state the exact condition of the property before the tenants move in so at check out there can be no discrepancies. Depending on the length of the tenancy you must allow for reasonable wear and tear.

Prior to the tenancy all legal owners must sign an Assured Shorthold Tenancy Agreement. However we can sign on your behalf as your acting agent. To allow this please sign the attached form on page 11.

Should you opt for the find tenant only service, please ensure you register the security deposit with a Government regulated scheme. This will apply to all new tenancies and renewals after 6th April 2007.

Should we find you a suitable tenant for your property and you decide not to let your property out you will be charged £200.00 + vat towards costs incurred.

From 1st October 2008 you will be required to have an Energy Performance Certificate (EPC) carried out prior to us marketing the property. This certificate provides a rated score to inform you how energy efficient your property is. The cost of this is £65.00 + vat and the certificate will be valid for ten years.

Find Tenant Only Service

- Visit your property, discuss your requirements and agree a rental price.
- Advertise your property in local newspapers, our website and other affiliated web sites, our window display and inform suitable tenants already registered with us.
- We will accompany prospective tenants around the property. If tenants are happy to proceed we will inform you and begin referencing.
- By this point we must have received your signed terms of business and a valid copy of the gas safety certificate.
- We use an independent referencing company who credit check and reference tenants. You will be entitled to see a copy of this on request. Referencing can take up to four working days. Any meetings between tenants and landlords can be arranged by us for you. This should happen at the latest 48 hours before the tenancy start date.
- Upon completion of satisfactory references and your acceptance we will draw up an Assured Shorthold Tenancy Agreement for £50.00 + vat. This is optional, however we would recommend the use of our tenancy agreement.
- We highly recommend you have an inventory carried out prior to the tenancy. We Can provide this service for you at a cost of:
 - £50.00 + vat for a studio/one bedroom property.
 - £60.00 + vat for a two bedroom property
 - £75.00 + vat for a three bedroom property
 - £90.00 + vat for a four bedroom property
 - £110.00 + vat for a five or more bedroom property.
- Prior to the tenancy commencing we will need a minimum of two sets of keys for the tenants to keep.
- If we provide the tenancy agreement you will need to sign this, or give us permission to sign on your behalf. We can either have you come in and sign this prior to the commencement of the tenancy or post them to you after the tenants have signed. Please let us know which you'd prefer.
- We will send a standing order request form for the tenants rent to be collected from their bank. It is however, the landlords responsibility to ensure the standing order is set up correctly to receive the rent.
- We will pay you within 7-10 working days any monies due, less our agreed letting fees. You can hold the tenants damage deposit.

- If you choose to hold the tenants security deposit you must register it into a Government regulated scheme. This applies to all tenancies or renewals with effect from 6th April 2007. Please log onto www.mydeposits.co.uk for further information.
- From 1st October you will be required to have an Energy Performance Certificate (EPC) carried out prior to us marketing the property. This certificate provides a Rated score to inform you how energy efficient your property is. The cost for us to carry this out for you is £65.00 + vat and this report will be valid for ten years.

Management Service

- Visit your property, discuss your requirements and agree a rental price.
- Advertise your property in local newspapers, our website and other affiliated web sites, our window display and inform suitable tenants already registered with us.
- We will accompany prospective tenants around the property. If tenants are happy to proceed we will inform you and begin referencing.
- By this point we must have received your signed terms of business and a valid copy of the gas safety certificate.
- We use an independent referencing company who credit check and grade tenants. You will be entitled to see a copy of this on request. Referencing can take up to four working days. Any meetings between tenants and landlords can be arranged by us for you. This should happen at the latest 48 hours before the tenancy start date.
- Upon completion of satisfactory references and your acceptance we will draw up an Assured Shorthold Tenancy Agreement for £50.00 + vat.
- You are required to have an inventory carried out prior to the tenancy. We Can provide this service for you at a cost of:
 - £50.00 + vat for a studio/one bedroom property.
 - £60.00 + vat for a two bedroom property
 - £75.00 + vat for a three bedroom property
 - £90.00 + vat for a four bedroom property
 - £110.00 + vat for a five or more bedroom property.

The tenants will need to be 'checked in' when they move in to ensure they are all in agreement with the inventory, this is at a set fee of £40.00 + vat. They will then sign this and be given a copy. The initial inventory will be kept with ourselves.
On request we can also send you a copy.

- Prior to the tenancy commencing we will need a minimum of three sets of keys. Two for the tenants and one set for us to keep for the duration of the tenancy.
- If we provide the tenancy agreement you will need to sign this, or give us permission to sign on your behalf. Please come in to sign prior to the tenancy commencing or alternatively we can post you the agreements after the tenants have signed.
- We will send a standing order request form for the tenants rent to be collected from their bank. This money will be paid to us and from there paid on to you on an agreed date. Please note that in the unlikely instance a tenant does not pay their rent, we will not be able to pay you. For rental guarantee please take out your own separate policy. For more information on this please speak to us.

- We will hold the deposit for you as stake holders. At the end of the tenancy we require the tenants to be 'checked out' out for a fee of £40.00 + vat to yourself. We will meet the tenants at the property the day they move out to check the inventory thoroughly, collect keys from them and we will then contact you to inform you of our decision to release or withhold the deposit.
- If the tenants have any issues they will contact us. As managing agents, you can choose whether you would like us to hold a float on your behalf, if so, we will hold a float of £100.00 from the initial fees. If we are unable to contact you money will be taken from this float for the particular work to be carried out. When the next month's rent comes in we will reimburse the float so it always sits at £100.00 in case of an emergency. For any works over £100.00 we will contact you to request your permission beforehand. The work will be contracted out to professional companies unless otherwise agreed. Please inform us prior to the tenancy if there is someone you would particularly like us to use.
- We also recommend quarterly inspections on your property. These can be carried out by us at a cost of £25.00 + vat per inspection.
- In the event a party introduced by us as a tenant who subsequently purchases the property whether before or after entering into a tenancy agreement, commission shall be payable to us on completion of the sale at a rate of 1% + vat of the sale price.
- Security deposits given to us by the tenant will be held in an insurance based Government regulated scheme. This applies to all tenancies or renewals with effect from 6th April 2007.
- From 1st October you will be required to have an Energy Performance Certificate (EPC) carried out prior to us marketing the property. This certificate provides a Rated score to inform you how energy efficient your property is. The cost of this is £65.00 + vat and it will be valid for ten years.

Management Service

Breakdown of services and costs

Letting Fee - 6% of annual rental income (see example below)

Includes costs for advertising, showing tenants around, referencing tenants.

Tenancy Agreement	£50.00 + vat
Inventory	£50.00 - £110.00 + vat
Check tenant In/ Check tenant out	£80.00 + vat
Quarterly Inspections	£25.00 each + vat
Register Security deposit	£30.00 + vat
Monthly Management Charge	4% of annual rental income + vat

We will contact the local council to advise them of the tenancy. Ensure the utility companies are notified. The tenant will always contact us rather than the landlord for any queries or problems that occur.

Example: 3 bedroom house let for £800 PCM on a managed service.

We will deduct our fees from the tenants rent.

Letting Fee	£800 x 12 months =£9600.	6% of this is	£576.00 + vat
Tenancy agreement			£50.00 + vat
Inventory			£75.00 + vat
Check in and Check out			£80.00 + vat
Register security deposit			£30.00 + vat

This landlord does not want quarterly inspections so we will not charge for them.

TOTAL	£811.00 + vat
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Monthly management fee will be:-

£800 x 12 months = £9600.00. 4% of this is £384.00, we spread this cost over the 12 months of the tenancy which is £32.00 + vat PCM.

Vat is currently set at 15%

Find Tenant Only

Breakdown of services and costs

Letting Fee – 80% from first months rent + vat

This includes advertising, viewings, referencing tenants, tenancy agreement.

Other services from the management service can be included on your request.

By law if you hold the security deposit you must register this money into a Government regulated scheme

It will be the landlord's responsibility to ensure the local council and relevant utility companies are notified of the tenancy. The tenants will contact you with any queries or problems that may occur.

PERSONAL DETAILS

Full Property Address: _____
Including post code _____

Landlords Full Names: _____

Landlords Address: _____
(In England or Wales) _____

Landlords Address _____
(If Living Abroad) _____

Contact Numbers

Home: _____

Work: _____

Mobile: _____

Email: _____

Name of Bank: _____

Address of Bank: _____

Account Name: _____

Account Number: _____

Sort Code: _____

Tax Reference Number: _____

(If Living Abroad)

Landlords Representative

(If Living Abroad)

Name: _____

Address: _____

Contact Numbers: _____

PROPERTY DETAILS

Council Tax band: _____
Gas supplier: _____
Electric Supplier: _____
Water Supplier: _____

Existing warranties on any appliances in the property?

Parking: (delete as applicable) Drive / garage/ off street/ car park/ permit
Number of spaces? _____ **Bay Number:** _____

Any Particular Tradesmen you wish us to contact?
Please give names and contact details.

I/We wish you to act on my/our behalf and authorise you to sign on my/our behalf as my agent any papers relevant to the letting of the property described below.

Property Address

Landlords Name(s)

Landlords Signature(s)

Date of Signing _____

Please tick your chosen level of service:

Find Tenant Only []

Management []

On completion of these terms of business we will require:-

- **A valid copy of a gas safety certificate for the property.**
- **Copy of either a passport or driving licence from each landlord**
- **Copy of either a bank statement or utility bill no more than 3 months old from each Landlord to confirm your current address.**

I/We confirm that we have received and read these terms of business and accept the terms.

Signed by Landlord(s) _____

Date _____

Signed on behalf of Marfleet Residential Lettings _____

Date _____