



Terms & Conditions of Agency Agreement
&
General Information

306 Leeds Rd – Bradford – West Yorkshire – BD3 9QX
Tel: 01274 308353 Fax:01274 634009
www.thinkhomesltd.co.uk

RESIDENTIAL LETTINGS SERVICE AGREEMENT

Between

Think Homes Ltd

314 Leeds Rd, Bradford, BD3 9QX
(Hereinafter referred to as 'The Agent')

PROPERTY OWNERS NAME: XXXXXXXXXXXXXXXXXXXX

OWNERS ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(Hereinafter referred to as the 'The Landlord' of)

PROPERTY ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(Hereinafter referred to as the 'The Property')

This Agreement sets out the services, which the Agent offers to provide to the Landlord, those services selected by the Landlord which the Landlord wishes the Agent to provide, the fee rates and charges which the Landlord agrees to pay to the Agent for the provision of the selected services, the responsibilities and obligations of the Landlord.

Please read this Agreement carefully. If there are any points that you do not fully understand, please obtain clarification before you enter into this Agreement.

Please note that you will be bound by the Terms and Conditions of this Agreement as soon as you have signed it.

Think what we can offer.....

- Our knowledge of local property and property lettings in Bradford and the surrounding areas, is unrivalled and our personal approach is the cornerstone of our quality service.
- We are experienced and respected letting agents, set up by Landlords who know exactly what you expect.
- We are different than your average Letting Agent because we work harder on your behalf.
- Our mission is simple, to let your property for the best price in the shortest possible time.
- Exceptional personal service comes as standard and costs nothing, it's simply part of us
- We recognize that as a Landlord you demand a high level of knowledge and expertise from the agent you select.
- We think that each of our Landlords will have different requirements and we will ensure that the service we provide ticks all your boxes.
- We ONLY deal with lettings which means unlike estate agents, our loyalties are not divided
- Your property is your most important asset and we can confidently assure you that by instructing us to act as you're letting and Management Agents, your asset will be in professional and caring hands.



Think *Lettings Only*

Brief summary of the Think Lettings Only Service:

- ❖ Inspect the property to agree an open market rental value
- ❖ Discuss the particular requests or issues of the Landlord relating to the property
- ❖ Advertisement and marketing of your property
- ❖ Advise on your responsibilities as a Landlord
- ❖ Keep you informed of any prospective tenant
- ❖ Arrange a Gas Safety Certificate (where requested)
- ❖ Arrange an energy performance certificate (where requested)
- ❖ Accompanied viewings & Tenant Selection
- ❖ Obtain a reference and credit check & if an applicant fails then, to request a *guarantor (who must satisfy the reference and credit check)* unless otherwise agreed
- ❖ Prepare and sign the tenancy agreement i.e. *to obtain the tenants signature on the Tenancy agreement and to sign the Tenancy agreement on your behalf*
- ❖ Prepare an inventory and schedule of condition (where requested) **please note without an inventory, you may lose the right to make a claim for compensation against the tenant for damages to the property during the term of tenancy*
- ❖ Collecting the first months' rent and the bond and transferring to you, minus our fees
- ❖ To have the tenant(s) complete a Standing order Mandate and forward this to the tenant(s) bank for future rents to be paid to the Landlords nominated bank account direct (where requested)



Think Lettings & Rent Collection....

Brief summary of the Think **Lettings** & **Rent** Only Service:

Inspect the property to agree an open market rental value

Discuss the particular requests or issues of the Landlord relating to the property

Advertisement and marketing of your property

Advise on your responsibilities as a Landlord

Keep you informed of any prospective tenants

Arrange a Gas Safety Certificate (where requested)

Arrange an energy performance certificate (where requested)

Accompanied viewings & Tenant Selection

Obtain a reference and credit check & if an applicant fails then, to request a guarantor (who must satisfy the reference and credit check) unless otherwise agreed

Prepare and sign the tenancy agreement i.e. to obtain the tenants signature on the Tenancy agreement and to sign the Tenancy agreement on your behalf

As well as the above, with the **Rent Collection** Service we offer:

- **Check in with Inventory and Schedule of condition** (where requested)
- **Transfer of Utilities**
- **Check out of inventory & schedule of condition** (where requested)
- **Monthly Rent collection** – We will receive the rent each month and make monthly payments to you after receipt of cleared funds. If the rent is not received from the tenant, the landlord will be advised to consider legal action to recover rent arrears. The agent is not responsible if a Tenant fails to pay rent. Where rental payments are made by Housing benefit, this can mean a delay in payment, depending on the Council. Landlords will be advised on issues relating to their tenants claim.
- **Client accounting to Landlord**
- **Serving Statutory notices**
- **Renewals of Tenancy**
- **Rent reviews**

The landlord remains responsible to ensure all ground rents and service charges are paid if applicable

Please note: Other management functions such as repairs and arranging to get possession of the property at the end of the tenancy, if needed, are still dealt with by you the landlord.



Think Full Management.....

Brief summary of the Think Full Management Service:

- Inspect the property to agree an open market rental value
- Discuss the particular requests or issues of the Landlord relating to the property
- Advertisement and marketing of your property
- Advise on your responsibilities as a Landlord
- Keep you informed of any prospective tenants
- Arrange a Gas Safety Certificate & Energy Performance Certificate (where requested)
- Accompanied viewings & Tenant Selection
- Obtain a reference and credit check & if an applicant fails then, to request a guarantor (*who must satisfy the reference and credit check*) unless otherwise agreed
- Prepare and sign the tenancy agreement i.e. *to obtain the tenants signature on the Tenancy agreement and to sign the Tenancy agreement on your behalf*
- Check in with Inventory and Schedule of condition (where requested)
- Transfer of Utilities
- Check out of inventory & schedule of condition (*at the end of the tenancy check the inventory and/or the schedule of condition to assess whether the property is, in our opinion, in acceptable condition, subject to fair wear and tear. If appropriate we will make necessary deductions from the deposit to cover the tenant's share of costs for repairs or replacement*) where requested
- Monthly Rent collection – *We will receive the rent each month and make monthly payments to you after receipt of cleared funds. If the rent is not received from the tenant, the landlord will be advised to consider legal action to recover rent arrears. The agent is not responsible if a Tenant fails to pay rent. Where rental payments are made by Housing benefit, this can mean a delay in payment, depending on the Council. Landlords will be advised on issues relating to their tenants claim.*
- The landlord remains responsible to ensure all ground rents and service charges are paid if applicable
- Serving Statutory notices
- Renewals of Tenancy & Rent reviews

Additional Benefits with this service:

Visit to the property periodically during the tenancy (subject to access given by tenant)

Arrange routine repairs – (To organize and where necessary, supervise, minor routine repairs, each to a value not exceeding £150.00)

Assess the general condition of the property and report to landlord

Inform and take the landlords instructions on repairs of a major or more serious nature (except in emergencies or to prevent damage to the property or to the Health and Safety of the tenant)

Ongoing property maintenance

General property management

24/7 Emergency tenant helpline

Payment to tradesman

Rent Protection - Specialist Rent Guarantee scheme (6 - 12 months cover)*

We are able to offer Rent Protection on the property itself, this means you can purchase one policy for 12 months (terms and conditions apply).



REPARING TO LET YOUR PROPERTY

LANDLORD'S RESPONSIBILITIES

To inform and obtain consent in writing from any mortgage, freeholder or superior leaseholder that the property may be let.

To inform the Landlord's Buildings and Contents Insurers that the property is to be let, and to maintain such policies in force.

Before any Tenancy is granted:-

- To bring the property to a suitable standard of condition for the purposes of letting in accordance with the requirements of the Local Authority Environmental Health Department, and other legislation.
- To ensure the furniture and furnishings comply with current safety legislation.
- To ensure that all electrical appliances and circuits are in order and comply with current legislation and that operational manuals are supplied.
- To ensure that all gas appliances have been serviced and checked by a Gas Safe registered contractor within the previous twelve months and that there is at all times in force a current Safety Certificate.
- For New Build or refurbishment properties, where the property or indeed the appliances are subject to warranties, then these warranties must be supplied by the Landlord. Where warranties are not supplied, it shall remain the Landlord's responsibility to ensure that such matters are addressed within a reasonable time scale. In the event where items remain unaddressed, the agents will instruct an independent contractor in the normal manner.
- To inform all service providers (telephone, gas, electric, water etc.) when the landlord is not in residence, when appropriate, and to arrange for any permanent or temporary disconnection of a service to a property providing addresses and account numbers to the agent.

SAFETY & REGULATION

Furniture & Furnishings Safety Regulations

Landlords need to comply with the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993 which sets levels of fire resistance for domestic upholstered furniture and furnishings. Any furniture within any part of the property must comply. It is an offence to breach these regulations and we suggest you obtain a comprehensive guide, including details of labels indicating compliance, from your local Trading Standards Office.

By signing this Agency Agreement you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations.

Gas Safety Regulations

The Gas Safety (Installation and Use) Regulations 1998 apply to all domestic properties and compel Landlords to have all gas equipment safety-checked annually by qualified persons, to keep records of work carried out on the appliances, and to obtain a Gas Safety Certificate (GSC). The GSC must be available for a Tenant at the commencement of a tenancy. We reserve the right to obtain a GSC for any property prior to the commencement of a tenancy, or on renewal, at the Landlord's expense, where a GSC is not supplied by the Landlord in time.

By signing this Agency Agreement you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations.

Electrical Safety Regulations

It is the Landlord's obligation to provide a Property to a tenant that is safe.

A new part of the Building Regulations, Part P Electrical Safety, came into force on 1 January 2005, which requires electrical works to be carried out by a qualified/competent electrician. Implementation of the Housing Act 2004 has taken Part P Electrical Safety of the Building Regulations a stage further and our own Counsel's Opinion confirms that to avoid prosecution should a tenant sustain injury, all properties to be let should obtain a Portable Appliance Test (PAT) and a Fixed Wiring Test (FWT).

We recommend that Landlords have a PAT test carried out annually and where a tenancy lasts for only 6 months. that a new PAT test is carried out before a new tenancy commences - the Department for Communities & Local Government (DCLG) guidance indicates that when accommodation is re-let, the electrical appliances will be classed as being supplied to that tenant for the first time, and should therefore be re- checked. We also recommend that Landlords have a fixed wiring test (FWT) carried out before a new tenancy begins, however, there should be no need for another FWT until the existing one expires. FWT's can last typically from 5 to 10 years dependent on the contractor used.

In both of the above instances Landlord's should only employ an NICEIC (National Inspection Council for Electrical Installation Contracting) Approved contractor. We are able, upon request, to arrange for both a PAT Test and Fixed Wiring Test.

If a Property to let is classified as a House of Multiple Occupation (HMO) under the Housing Act 2006, it is mandatory for an electrical safety test to be carried out and a certificate obtained.

By signing this Agency Agreement you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations.

Smoke Alarms

Every home built after June 1992 must have mains operated smoke detectors installed on each floor by law. Older properties are exempt from this ruling but we strongly recommend that smoke detectors are installed on each floor in all rental properties.

Carbon Monoxide Detectors

There is no current legislation requiring a Landlord to install a Carbon Monoxide Detector within a property they intend to let, however, we strongly recommend where a rented property has gas appliances and/or gas central heating, that a Carbon Monoxide Detector is fitted on each floor.

Houses in Multiple Occupation (HMOs) and Housing Health & Safety Rating System (HHSRS)

The above new legislation, which came into force on 6 April 2006, will classify a property as an HMO requiring mandatory licensing where it is part of a building which is 3 or more storeys and is occupied by 5 or more people who form 2 or more households sharing basic amenities. The legislation is complex and individual authorities have the power to set prescribed licensing in addition to the mandatory licensing as set out in the above Act. The penalties associated with not having applied for a license could attract a fine of up to £20,000, therefore, if you believe the legislation applies, it is essential you contact your local authority to register the property.

By signing this Agency Agreement you are accepting full responsibility for ensuring your property fully complies with the licensing regulations.

Energy Performance Certificates (EPC)

From the 1st October 2008 Landlords of residential rented property will be required to provide all new tenants with an Energy Performance Certificate. The EPC must be made available free of charge by a Landlord to a prospective Tenant prior to the commencement of a tenancy.

Where a tenancy already exists with a tenant in occupation as of the 1st October 2008, an EPC will not be required until that tenancy expires.

An EPC will remain valid for 10 years but a Landlord can renew it earlier if for example, he carries out improvement works to the property that might improve its energy performance.

We are able, upon request, to provide an EPC for Landlords.

Finance Act 1995

The Self-Assessment system applies to all tax payers whether a UK or Overseas Resident. Landlords residing overseas may apply to the Inland Revenue for an approval number which authorizes us to pay rent without the deduction of tax. However, where no approval number is available we are legally bound to deduct tax at the basic rate. If a Tenant pays rent directly to a landlord who is resident overseas, the tenant becomes responsible and can withhold the tax.

Landlords residing in the UK are responsible for their own tax affairs. Neither the Inland Revenue, nor us as Agent, will pay interest on monies held for the payment of tax liabilities arising from this contract.

Water Act 2003

The Water Act allows Tenants renting a property for longer than six months to apply for a water meter without permission from a Landlord.

MAINTENANCE & REPAIRS

This includes the Think full management service and Think Lettings & Rent collection service

The Landlord is responsible for the repairs and upkeep of the Property, which include:

- to keep in good repair the structure of the Property (Including the drains, gutters and down pipes) and the exterior;
- to keep in good repair the appliances for the supply of gas, electricity and water;
- to keep in repair appliances for the supply of space heating and water heating: and
- to keep in repair the sanitary appliances.

The Agent shall administer day to day repairs up to a maximum of £150.00 for any one item. If repair or replacement is likely to cost in excess of this figure, the Agent shall endeavor to contact the Landlord or his representative, except in an emergency, and wherever practical supply an estimate before commencing work.

In the event that instructions are not received from the Landlord, in an emergency, and/or there is a defect that is likely to cause death or injury, or such circumstances the Agent will have full authority to act in the Landlord's best interests.

Except where otherwise provided, if the Landlord provides the Agent with a nominated contractor, the Agent shall make every reasonable effort to contact him.

The Agent reserves the right to instruct an alternative contractor to prevent or to mitigate further loss and/or damage.

The Agent reserves the right to make a commission charge to any contractor instructed by the Agent on behalf of the landlord of up to 10% of the net cost of the work.

Where remedial work is required during a gas or electricity inspection, the Agent reserves the right to authorize any work whilst the engineer is on site up to a maximum of £300.00. This protects the safety of the Tenant and eliminates further call out charges for the Landlord.

Landlords have statutory obligations to ensure that at the commencement of the Tenancy all appliances left in the Property are:

- In good repair and working order:
- kept in repair during the Tenancy: and
- replaced when necessary

In the event that the landlord issues details of their preferred contractor it will be the responsibility of the landlord to ensure that the company have the required trade memberships and qualifications and also have suitable insurances.

General

Payment of outgoings

If instructed and subject to sufficient client funds, the Agent shall pay the ground rent, service charges and other appropriate outgoings for the Property on the Landlord's behalf. The Landlord shall arrange with the various companies to forward to the Agent all relevant invoices. If the Agent does not receive the relevant documentation, the Agent will not accept liability for any losses suffered by the Landlord. If a dispute arises from such payments, the Agent cannot act on the Landlord's behalf and will not accept any responsibility.

Property visits

The Agent shall visit the Property 4 times a year. Further visits shall be made upon written request of the Landlord. A charge of £25.00 per visit. Non-expert investigation of apparent and obvious defects that are brought to the Agent's attention via the Tenant or third party may be undertaken. The Agent accepts no responsibility for latent or hidden defects and advises the Landlord to instruct a structural surveyor or engineer

Void periods

The Management Service does not include security or supervision of the Property when it is not let. The Landlord must make suitable arrangements to have the Property checked during void periods

Retention of rent

The Agent shall retain the Tenant's last month's rent payment in respect of fees payable by the Landlord.

To protect the interests of the Tenant and to pay for any necessary repairs, where the rent that has been paid more than one month in advance the Agent will pay it to the Landlord monthly throughout the tenancy

Tenancy Agreement

The agent will use an assured shorthold tenancy agreement. Most tenancy agreements are Assured Shorthold Agreements (AST). Once the tenancy commences, the Tenant is guaranteed possession for six months. If the fixed term is less than six months, and the Landlord wishes to obtain possession, a possession order will only be effective after the first six months. A Company tenant will use a common law agreement. These agreements are available for inspection upon request of the Landlord. Additions or amendments to the Agreements requested by the Landlords solicitors shall be included upon request. If the landlord wishes to use his own tenancy

agreement, a draft must be submitted to the Agent as soon as possible so that the applicant may seek legal advice before signing it.

Deposit

Except where otherwise provided, the Agent shall hold the deposit as stakeholder. A security deposit of at least one-month rent will be collected from the Tenant and held by the agent. At the termination of the tenancy, the agent, upon the consent of both the Landlord and the Tenant, shall release the Deposit. Any deductions of the deposit must be agreed between the Landlord and Tenant.

As a stakeholder, the agent cannot make deductions from in anyway deal with the deposit except on the joint instructions of the Landlord and Tenant. This applies in all situations including the sale of the Property by the Landlord. This does not apply to the Let only service. (Landlords will be responsible for the Deposit under the Let Only service)

All interest earned from Deposits held by us under the Tenancy Deposit Scheme will be retained by us, the Agent, to help fund the management of this service.

Landlord Holding Deposit

If you decide to hold the Deposit yourself, we will transfer it to you within 5 working days of receiving it provided you provide us with the membership number of the Protection Scheme where the Deposit will be covered. You must then register it with another Tenancy Deposit Protection Scheme within a further 9 days if the tenancy is an Assured Short hold Tenancy. If you fail to do so the tenant can take legal action against you in the County Court. The Court will make an order stating that you must pay the Deposit back to the Tenant or lodge it with the Custodial Scheme which is known as the Deposit Protection Scheme (DPS). In addition a further order will be made requiring you to pay compensation to the Tenant of an amount equal to three times the Deposit. You will be unable to serve a Section 21 Notice on your Tenant until compliance with the above conditions and the Court will not grant you a possession order. We, as Agent, have no liability for any loss suffered if you fail to comply.

INVENTORY & SCHEDULE OF CONDITION

The agent will (upon request) draw up a general Inventory on behalf of the Landlord prior to every letting; this will include the conditions of the Property, its décor (detailing any scuff marks etc.), fittings and furnishings. However it remains at all times the responsibility of the Landlord to check the accuracy of this Inventory.

Alternatively it is strongly recommended that the Landlord instructs a professional Inventory clerk, at the Landlord's expense.

It is the Tenant's responsibility to complete the Inventory at the beginning of the Tenancy (to avoid end of tenancy disputes), sign and return it to the agent (if the Property is managed by us).

However, it must be understood that the agent cannot enforce this and Tenants are not obliged to sign the Inventory.

KEYS

The agent require a full working set of keys, one for each Tenant shown on the Tenancy Agreement and a master set for the office.

Should the Landlord fail to provide a full working set of keys, the Agent will undertake to get a set of keys cut at the expense of the Landlord.

PROPERTY WITHDRAWAL

If the Landlord withdraws the Property once a Tenant has been found but before the Tenancy commences, there will be a charge of £350 payable by the Landlord.

A charge equivalent to one months rent is payable on termination of the Full management service or rent collections service. If the landlord terminates the agreement and the existing tenant remains in the property under either a statutory

periodic tenancy or a fixed term tenancy agreement directly with the landlord. If any term or condition of this agreement or statutory obligation is breached by the landlord or any act of omission which renders the agents duties of managing the property impractical or impossible, the agent may terminate the agreement with immediate effect.

The landlord warrants that all the information he/she has provided to the agent is correct to the best of their knowledge and belief. In the event that the landlord provides incorrect information to the agent which causes the agent to suffer loss or causes legal proceedings to be taken the landlord agrees to reimburse and compensate the agent for all losses suffered.

The Landlord should note that:

- Fees are due and payable immediately on a tenant entering into a tenancy agreement with the Landlord. The Landlord will be invoiced separately and following on a monthly basis, until termination of the tenancy, the commission will be deducted from the monthly (gross) rental and transferred to The Landlord's bank account. In the event of a local authority demanding repayment whether in part or in full of housing benefit from **the agent** and where the funds being demanded have been passed to the Landlord, then the landlord hereby acknowledges that the Landlord hereby accepts responsibility for refunding all monies to the agent without any deductions whatsoever immediately.
- All fees due to the Agent will be deducted from rental income, or where insufficient rental income is held by the Agent, shall be payable by the Landlord promptly to the Agent upon demand.
- The payment of fees by the Landlord is neither dependent nor conditional upon the actual rent being paid by the Tenant.
- Under no circumstances are any fees refundable to the Landlord.
- Fees are payable to the Agency as long as the tenants remain in occupation and these will include any renewal or extension periods, whether or not the Agent continues to be retained by the Landlord.

The Agent reserves the right to reasonably vary the Schedule of Fees to this Agreement, and shall provide at least one months' written notice to the Landlord of such variance and the effective date.

Any interest accruing on client funds held at any time by the Agent shall be retained by the Agent.

The Agent reserves the right to assign the Agent's rights and/or obligations under this Agreement where appropriate.

The Landlord authorizes the Agent to erect an Agency Board at the property, conditional upon Local Authority Rules and Regulations.

The Landlord hereby grants to the Agent the authority to sign the Tenancy Agreement and legal notices on the Landlord's behalf.

INLAND REVENUE TAXATION - LANDLORDS RESIDENT ABROAD

If at any time a Landlord is resident abroad, other than short holidays, the Inland Revenue requires the Agent to deduct Income Tax at the current rate from the Landlord's net rental income, and to pay over to the Inland Revenue the tax deducted each quarter year. A Landlord may apply to Inland Revenue to be exempted and for rental income to be paid without deduction.

It is the Landlord's responsibility to apply for exemption, and the Inland Revenue must be informed by the Landlord the name and address of the Agent. If approved, Inland Revenue will issue a Form of Approval to the Agent which will specify to the Agent the effective date after which no deductions are to be made.

LEGAL PROCEEDINGS

The Landlord is at all times responsible for taking any legal action against a Tenant where a Tenant is in breach of the Tenant's obligations as set out in the Tenancy Agreement, and for the costs and expenses involved in taking any legal or other action.

The Agent may be able to arrange Rent and Legal Protection Insurance on behalf of the Landlord and it is strongly recommended that the Landlord discuss this protection with the Agent.

Housing Benefit Tenants.

The Landlord(s) accepts that should the agent accept a tenant in receipt of Housing Benefit the amount of rent paid by the Council will depend on the tenants entitlement to benefit and the rental value placed on the property by the Council's Rent Officer.

The Landlord accepts that the rent specified in this agreement is a target rent as is that specified on the Housing Benefit application form and the lease the tenant will sign.

Should the Housing Benefit allowance fall below the target rent, the landlords accept that it is the responsibility of the tenant to make up the shortfall and that this may not be possible to collect which **the agent** will endeavour to collect but which **the agent** cannot guarantee.

TERMINATION OF AGREEMENT

The landlord may terminate this agreement at any time before the signing of the Tenancy agreement by the intended Tenant and the Landlord agrees to reimburse the Agent administration and advertisement costs incurred and to the intended Tenant any reasonable costs incurred in making an application for tenancy.

The landlord may terminate this agreement in writing at any time before the vacation of a tenant subject to agreement on the bond transfer by both landlord and tenant and payment by the landlord of the agent's fee, equivalent to one months rent

DECLARATION

*Please delete as appropriate

*I/We have read, fully understand and accept the Terms and Conditions of this Agreement, and hereby appoint Think Homes Ltd as my/our Letting Agent.

*I/We enclose the EPC for the property / a cheque for £49.50 for the EPC

*I/We enclose the Gas Certificate for the property / a cheque for £49.50 for the Gas Certificate

*I/We wish Think Homes Ltd to act for me on the following service level.

Please tick Box

1. Let Only

A fixed fee equivalent to one months rent (minimum of £395.00)

2. Lettings & Rent Collection

10% of rent monthly (minimum of £40.00) plus £250.00 set up fee

3. Think Full Management

12% of rent monthly (minimum £50.00) plus £250.00 set up fee

Rent Protection Policy

I/We wish Think Homes Ltd to commence marketing at an initial rent of £....XXXX.....PCM

*I/We confirm that *I am/we are the *sole/joint owner(s) of the property and *I/we have the authority to sign this agreement as *sole/joint /joint on behalf all owner(s).

Signed: (Landlord 1)(Print Name) Date:.....

Signed: (Landlord 2)(Print Name) Date:.....

Landlord authorisation

- The landlord authorises the agent to find suitable tenants for their property and to sign tenancy agreements and other relevant documentation on their behalf.
- The landlord agrees to abide by these regulations at all times

The terms and conditions of this contract may be updated from time to time and the Landlord will be given 7 days’ notice should this be the case.

Please also include the following documents

- Copy of photo identification for all owners (passport or driving license)
- Copy of address verification for all owners (council tax bill, utility bill or bank statement)

The terms and conditions of this agreement may be varied by either party but only with prior written notice.

Signed On Behalf Of The Agent:

Signed:

Think Homes Ltd

(Print Name)

Date:

SCHEDULE OF FEES

Think Lettings (Let Only)

A fixed fee equivalent to one month's rent

(minimum of £395)

Think Lettings & Rent Collection

10% of rent monthly

(minimum of £40) plus setup fee of £250.00

Think Full management

12% of rent monthly

(minimum of £50) plus setup fee of £250.00

Energy Performance Certificate

£49.50

Gas Safety Inspection

£49.50

Obtaining estimates & Supervision of Works

10% of cost

Landlords taking over management

one month's rent

Inventories (unfurnished)

£100.00

Inventories (furnished)

£150.00

Schedule of Condition

£100.00

Administration of Tax Returns

£100 per annum

Notice Seeking Possession

£75.00

Duplicate paperwork by post

30p per page

Duplicate paperwork by email

Free

Renewal of Tenancy Agreement

Free

Duplicate keys

£10 per Key

Branch code:

Full address of Property to be let:

.....Post Code:.....

Should the property be considered as a Home in Multiple Occupancy? Y N *circle as appropriate*

Company Name..... Name Authorized Signatory.....

Full name of Landlord (s): (ALL owners of property to be named)

Continue on separate sheet if necessary

(1) Forenames Surname Title

(2) Forenames Surname Title

Correspondence address - if different to above:

Address:

..... Post Code:

Tel(Home): (Work): (Mob):

e-mail address:@.....

By providing an email address You agree to receive monthly rental statements by email to the email address shown above

If you do not wish to receive statements by email tick this box

Target Rental: £ per calendar month Agreed Tenant's Deposit:£.....

Furnished / Part Furnished / Unfurnished

Letting Service / Rent Collection/
Full Management

Landlords Bank Address

Sort Code - - Account No Account Name