

This agreement is made between the owner/s of the property as named at the end of this agreement, hereinafter called 'The Landlord', and Brices acting as agent for the owner, hereinafter called 'The Agent'

DEFINITIONS

'The Landlord'	A person or persons who at any relevant time own, or have a formal interest in, the premises that gives them the right to possession of the premises.
'The Agent'	Any letting or managing agent, or any other duly authorised person, notified to the tenant, who is acting from time to time on behalf of the landlord.
'Security deposit held as stakeholder'	This means that at the end of the tenancy, the two parties to the tenancy agreement should jointly agree on the apportionment of any deductions from the deposit, e.g. for costs or compensation for damage, or for breaches of, or failure to comply with, the tenant's obligations. Any portion in dispute can not be paid without consent from both parties, in writing, or from the court, or an adjudication decision from the tenancy deposit scheme.
'Stakeholder'	A third person, chosen by two or more persons, to keep in deposit property, the right or possession of which is contested between them and to be delivered to the one who shall establish his/her right to it.
'ICE'	Independent Case Examiner of The Dispute Service.

THIS SERVICE

1. Providing a rental valuation of the property and offering advice on all aspects of letting.
2. Advertising with full colour photographs, floorplan and 'Virtual Viewing' (where possible) in our prominent window display, local press, our Website and large property portals (Rightmove, OnTheMarket etc)
3. Carefully selecting suitable applicants, arranging and carrying out accompanied viewings.
4. Carrying out right to rent check and obtaining references via a credit referencing agency including credit check, employment status and previous landlords reference (where applicable) and dealing with all negotiations and taking instructions to proceed. (References cannot guarantee future performance of any tenant)
5. Preparing an appropriate Assured Shorthold Tenancy Agreement or Non Housing Act Tenancy Agreement.



6. Preparing a detailed inventory and schedule of condition (additional charge). Brices cannot be held responsible for the accuracy of any meter readings taken by the inventory company.
7. Advising on and ensuring compliance with the Gas Safety (Installation and Use) Regulations 1998 with regard to the inspection, maintenance and keeping of records in respect of gas appliances in tenanted premises, The Landlord being responsible for all costs involved.
8. Advising on and ensuring compliance with the Furniture and Furnishings Fire Safety Regulations 1998 with regard to minimum fire resistant standards of specified items supplied in the course of letting the property, The Landlord being responsible for all costs involved.
9. Advising on and ensuring compliance with Electrical (Safety) Regulations 1994 and arranging an electrical test and PAT test, The Landlord being responsible for all costs involved.
10. Arranging an Energy Performance Certificate if not found on the EPC Register. (Additional charge)
11. Providing applicant with all documentation required under current legislation (draft AST, How to Rent Guide, EPC, gas / electric safety certificate, PAT test) prescribed information, deposit protection leaflet). Tenancy deposit schemecertifictae.
12. Collecting the first advance rental and five weeks security deposit and forwarding the balance of the rent to the landlord within 5 working days of the rental payment being received allowing for any unforeseen circumstances beyond our control.

TENANT INTRODUCTION (MONTHLY)

The Service

As Tenant Introduction above plus the following:-

1. Collecting six months rent on a monthly basis and forwarding the balance to the landlord within five working days of the rental payment being received allowing for any foreseen circumstances beyond our control.

TENANT INTRODUCTION AND RENT PROCESSING

The Service

As Tenant Introduction above plus the following:-

1. Collecting and holding a security deposit equivalent to five weeks rent.
2. Receiving ongoing rental payments.
3. Preparing and forwarding to The Landlord and/or their accountant Financial Statements on a monthly basis and remitting the balance of rental payments within five working days of the rental payment being received and funds cleared allowing for any unforeseen circumstances beyond our control.
4. In the event the tenant fails to make full rental payments on time we will contact them in writing on the following basis:
 - Letter 1** 5-7 working days in arrears of all or part of the rent due
 - Letter 2** 10-15 working days in arrears of all or part of the rent due
 - Letter 3** 20-30 days in arrears of all or part of the rent due



We will send you copies of Letters 2 and 3 at the same time they are sent to the tenant. If you have any rent guarantee insurance that has not been taken out through ourselves you must contact the insurance provider as soon as you are made aware of the arrears in order to put them on notice that a claim may be made. Please note that we do not take action to re-possess the property and it will be your responsibility to instruct a solicitor to take further action and to pay all associated costs.

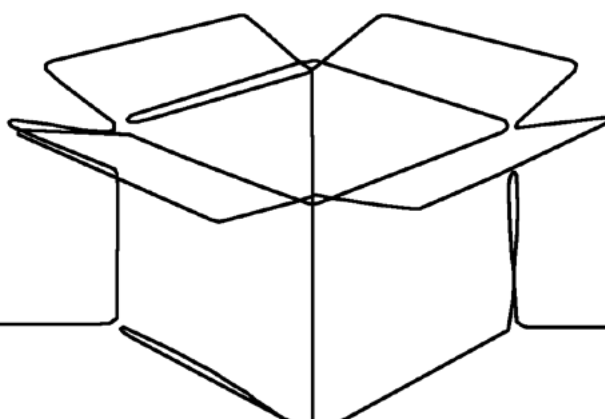
5. We will contact you prior to the end of the tenancy to take your instructions regarding extending or ending the tenancy. In the event that no action is taken and the tenancy continues on a periodic basis our fees will still remain due. Upon your written instructions we will prepare a renewal tenancy agreement for a further fixed period as agreed. (Additional charge) Upon your written instructions we will prepare a notice relevant to the tenancy to bring the tenancy to an end in line with current legislation. (Additional charge)
6. At the end of the tenancy The Landlord is to carry out the checkout and negotiate directly with the tenant regarding any damages. The Agent can carry out the checkout (additional charge) on written instructions to do so.

TENANT INTRODUCTION, RENT PROCESSING AND FULL MANAGEMENT

The Service

As Tenant Introduction and Rent Collection above plus the following:-

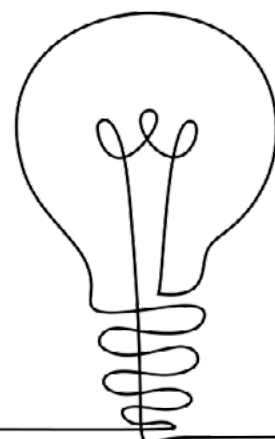
1. Making payments of certain regular outgoings provided the Agent has agreed to do so separately in writing and that sufficient funds are held in credit by virtue of point 2 above and point 3 below.
2. Inspecting the property periodically to ensure compliance with the terms of the tenancy agreement.
3. Arranging any repairs, maintenance or replacements to the property or contents which are brought to The Agent's attention and which The Agent considers necessary up to an estimated cost of £150 for any one item or job. The Landlord deposits with The Agent float funds to the value of £150 pending any necessary works to be kept topped up from proceeds received from rents. Where the estimated cost exceeds £150 notifying The Landlord or their nominated representative for instructions except in the event of an emergency.
4. Processing any insurance claim on the Owners behalf at a charge equivalent to 10% of the value claimed.
5. Taking appropriate initial action in the event of rent arrears or any other breach of condition of the agreement in an effort to remedy the situation. Where such arrears or breach persists, informing The Landlord or their nominated representative who will be responsible for authorising any further action and meeting any costs involved.
6. Liaising with the tenant on a routine basis, arranging renewals of the agreement (additional charge), conducting checkout of tenants and preparing a checkout report/schedule of dilapidation and liaise with both parties regarding the deposit. (Additional charge)



7. We require a professionally prepared inventory and schedule of condition at the outset of each tenancy. In order to provide a complete service we will arrange for an independent specialist firm to prepare an inventory and schedule of condition for each new tenancy (additional charge). Without this it is impossible for the Landlord or The Agent to prove any loss, damage or significant deterioration of the property or contents.
8. We require the enclosed management information form to be completed and returned with this agreement. Please ensure that this is filled out thoroughly to allow us to manage the property effectively.

NOTES AND GENERAL TERMS

1. If a mortgage exists on the property The Landlord must obtain the Lender's consent to let.
2. If the Owner is a leaseholder the terms of the lease must be checked and any necessary consent obtained.
3. The Landlord must ensure that adequate cover exists under both the building and contents insurance and must inform the insurers the property is let.
4. The Agent's service does not include the supervision of the property whilst unoccupied although visits may be made by staff in the process of re-letting. Additional inspections whilst unoccupied can be arranged (additional charge).
5. The Landlord hereby agrees to ratify all lawful actions taken by The Agent under this Agreement.
6. It is hereby agreed that The Agent may deduct from rental received all fees, commissions, charges and expenses payable or reimbursable to The Agent under the terms of this Agreement.
7. The Agent will not accept any responsibility for frost or cold weather damage to water systems or subsequent damage caused thereby at anytime, and The Landlord should therefore ensure that such risks are covered by insurance. It is recommended that adequate arrangements are made with a third party to protect water systems from cold weather.
8. Where The Landlord is resident in the UK income tax on rental from property is entirely The Landlord's responsibility. However where The Landlord is deemed to be resident overseas, unless exemption has been agreed, The Agent must deduct tax from rental received and forward the same to the Inland Revenue. (Additional charge)
9. Whilst The Agent shall use their best commercial judgement in the selection of tenants and the execution of their Service hereunder, The Agent shall not under any circumstances be liable for non-payment of rent or any other outcome of the tenancy or for any legal costs resulting therefrom. Insurance policies are recommended to cover such risks.
10. This agreement shall remain in force until terminated by service of three months notice after the initial term of the tenancy (minimum one year) by one party on the other provided that The Agent may terminate this Agreement forthwith and without service of notice in the event of any action or omission by The Landlord or their representative which frustrates the continued performance of The Agent's services hereunder.
11. The Agent is not responsible for any post received for The Landlord at the property or forwarded by The Tenant, unless agreed under separate terms (additional charge).

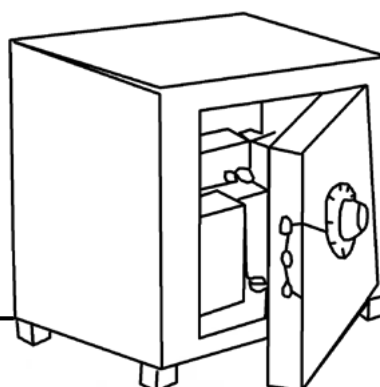


THE TENANCY DEPOSIT

1. The Agent is a member of the Tenancy Deposit Scheme, which is administered by:

The Dispute Service Ltd
 PO Box 541
 Amersham
 Buckinghamshire
 HP6 6ZR
 Phone 0845 226 7837
 Email deposits@tds.gb.com

2. If we are/ the Agent is instructed by you/the Landlord to hold the Deposit, we/ the Agent shall do so under the terms of the Tenancy Deposit Scheme.
3. The Agent holds tenancy deposits as Stakeholder.
4. At the end of the tenancy covered by the Tenancy Deposit Scheme
 - 4.1 If there is no dispute we/the Agent will keep any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or repay the whole or the balance of the Deposit according to the conditions of the Tenancy Agreement with the Landlord and the Tenant. Payment of the Deposit will be made within 10 working days of written consent from both parties.
 - 4.2 If, after 10 working days* following notification of a dispute to the Agent/Member and reasonable attempts have been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit it will (subject to B 4.3 below) be submitted to the ICE for adjudication. All parties agree to co-operate with any adjudication.
 - 4.3 When the amount in dispute is over £5,000 the Landlord and the Tenant will agree by signing the Tenancy Agreement to submit the dispute to formal arbitration through the engagement of an arbitrator appointed by the ICE although, with the written consent of both parties, the ICE may at his discretion accept the dispute for adjudication. The appointment of an arbitrator will incur an administration fee, to be fixed by the Board of The Dispute Service Ltd from time to time, shared equally between the Landlord and the Tenant. The liability for any subsequent costs will be dependent upon the award made by the arbitrator.
 - 4.4 The statutory rights of either you/the Landlord or the Tenant(s) to take legal action against the other party remain unaffected.



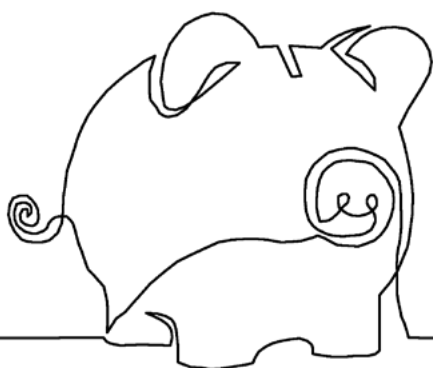
- 4.5 It is not compulsory for the parties to refer the dispute to the ICE for adjudication. The parties may, if either party chooses to do so seek the decision of the Court. However, this process may take longer and may incur further costs. Judges may, because it is a condition of the Tenancy Agreement signed by both parties, refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision of the ICE as final and binding.
- 4.6 If there is a dispute I/we must remit to The Dispute Service Ltd the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you or I/ we want to contest it. Failure to do so will not delay the adjudication but The Dispute Service Ltd will take appropriate action to recover the deposit and discipline me/us.
- 4.7 The Agent/we must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.

5. Incorrect Information

If the Landlord warrants that all the information he has provided to the Agent is correct to the best of his 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.



NAEA Propertymark membership ensures maximum protection for clients; offering Client Money Protection, Professional Indemnity Insurance, membership of an independent redress scheme and being subject to Propertymark Conduct and Membership Rules and Disciplinary Procedures.



REGULATIONS

OBLIGATIONS & LAWS

LANDLORD LICENSING

Sections 79, 80 and 81 of the Housing Act 2004 mandate for the introduction of a “landlord licensing” scheme.

If you have a property in a selective licensing area, you are required to get a “landlord licence” from the local council before being permitted to let the property. These areas are selected based on a number of factors, including where there is low housing demand, or where significant anti-social behaviour problems have been identified. Failing to procure a licence when required can result in punishable fines of up to £30,000.

Brighton and Hove was due to become a selective licensing area but this was withdrawn at the last minute in 2019.

RIGHT TO RENT CHECKS & THE IMMIGRATION ACT 2016

New provisions came into force on 1st December 2016. The requirements currently only apply to England.

Landlords in England must undertake checks to ensure that their prospective tenants have the right to live in the UK, before they let a property to them. This requires landlords to view and take records of identity information, such as passports and visas. The government has outlined the permissible documents.

A landlord (or an agent if he has failed to notify the landlord) will be liable if he has knowingly let property to tenants who do not have the right to rent; if found guilty he could face an unlimited fine or up to five years' imprisonment.

GDPR FOR LANDLORDS

GDPR is a new set of rules designed to give tenants more control over their personal data. It came into effect on the 25 May 2018, and applies to all landlords.

Under the new rules, all landlords are classified as data controllers, who need to process and control tenant information in a transparent fashion, which includes explaining:

- What personal information is being collected
- Why this information is needed
- How and where it will be stored
- How it will be used
- How long it will be retained for

In practical terms it means the documents you use to gather personal information from your tenants (e.g. tenancy agreements, application forms etc) will need to have a privacy policy which clearly addresses the points above.



ENERGY PERFORMANCE CERTIFICATES (EPC'S)

All tenancies in England and Wales that begin after 1st April 2018 will be required to have a minimum EPC rating of E (all existing tenancies will have to comply by 1st April 2020). The regulations will prevent any landlord from letting a property with a rating of F or G until the necessary energy efficiency improvements have been carried out. A local authority could impose financial penalties on a landlord if it finds they are in breach of these regulations or unable to prove compliance.

An EPC must be commissioned (ordered) before a building is marketed for rent. Before marketing the building, an agent acting on behalf of the prospective landlord must be satisfied that an energy performance certificate has been commissioned for the building. The prospective landlord and agent must use all reasonable efforts to secure that a valid energy performance certificate is obtained for the building before the end of a period of 7 days starting with the day on which the building was first put on the market.

GAS SAFETY & CERTIFICATION

If there is a gas supply in the property, it is a legality that landlords must have a gas safety inspection each year. Furthermore, a copy of the Gas Safety Certificate must be given to tenants every year. All appliances, installations, pipework, and air vents must be checked to ensure they're safe to use by a Gas-Safe Engineer.

ELECTRICAL SAFETY

Landlords letting property in the UK have a legal obligation to ensure that the property being let is safe to occupy, which includes ensuring the electrics, including portable appliances supplied with the property, are in a safe condition. The Government has recently announced they will require landlords to have an electrician perform tests every five years and a record of electrical inspections should be kept. This will require further legislation and is not yet mandatory, but is likely to be introduced for new tenancies first.

In the meantime, best practice dictates you should conduct regular and routine checks (e.g. 'PAT testing' and 'Electrical Installation Condition Reports') by a qualified electrician. At Brices we insist on 'best practice' at all times and both tests are compulsory under our Terms of Business.

PLUGS & SOCKETS (SAFETY) REGULATIONS 1994

This regulation requires that any plug, socket or adapter supplied for intended domestic use complies with the appropriate current standard, and specifically that the live and neutral pins on plugs are part insulated so as to prevent shocks when removing plugs from sockets and all plugs are pre-wired.



FIRE SAFETY & CARBON MONOXIDE REGULATIONS

Landlords in England are required, from 1 October 2015, to:

have at least one smoke alarm installed on every storey of their rental property which is used as living accommodation, and have a carbon monoxide alarm in any room used as living accommodation where solid fuel appliances are contained. The Smoke and Carbon Monoxide Alarm booklet provided by the Government defines that as appliances that are powered using a type of solid fuel, such as coal, wood etc.

RESPONSIBILITY FOR FIRE SAFETY

IN RELATION TO TO FURNISHED PROPERTIES

All furniture provided by the landlord must meet the fire resistance requirements in the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

Non-compliance with the regulations is a criminal offence and carries penalties of a £5,000 fine or six month's imprisonment, or both.

- check that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy (this part only applies to "new" tenancies that start on and after the 1st of October 2015).

RESPONSIBILITY FOR REPAIRS AND MAINTENANCE

The landlord is responsible for the structure and exterior of the property; baths, sinks and other sanitary items; heating and hot water installations.

However, this only applies if the tenant has a fixed tenancy contract for under 7 years, else these issues become the tenant's responsibility. The landlord is not responsible for damages caused by the tenants.

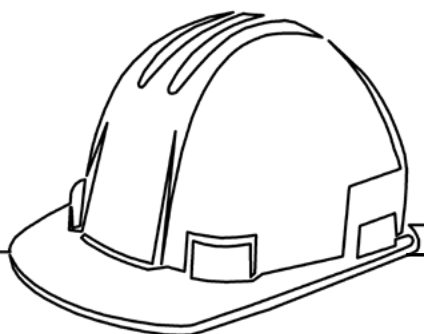
Under section 11 of the Landlord and Tenant Act 1985, the landlord is responsible to:

- keep the structure and exterior of the property in good repair, including drains, gutters and external pipes.
- keep installations for the supply of water, gas, electricity and sanitation in good repair and proper working order.
- keep installations for space heating and water heating in good repair and proper working order.

DECLARATION OF TAXABLE RENTAL INCOMES

As a landlord you must declare rental income to Her Majesty's Revenue and Customs (HMRC). This means you may have to pay tax if your rental income is above a certain threshold, (or passes a threshold when combined with other taxable income). Landlords can be fined if they don't declare this income.

It is advisable to note the self-assessment deadlines and set up reminders so you submit returns in plenty of time. It is also worth noting a lot of landlord expenses are tax deductible.



TAX ON YOUR UK INCOME IF YOU LIVE ABROAD

Rental Income

You need to pay tax on your rental income if you rent out a property in the UK.

You may also need to pay tax if you make a gain when you sell property or land in the UK.

If you live abroad for 6 months or more per year, you're classed as a 'non-resident landlord' by HM Revenue and Customs (HMRC) - even if you're a UK resident for tax purposes.

How you pay tax

You can get your rent either:

- in full and pay tax through Self Assessment - if HMRC allows you to do this
- with tax already deducted by your letting agent or tenant

Get your rent in full

If you want to pay tax on your rental income through Self Assessment, fill in form NRL1i and send it back to HMRC.

If your application is approved, HMRC will tell your letting agent or tenant not to deduct tax from your rent and you'll need to declare your income in your Self Assessment tax return.

HMRC will not approve your application if your taxes are not up to date, for example you're late with your tax returns or payments.

Get your rent with tax deducted

Brices will:

- deduct basic rate tax from your rent (after allowing for any expenses they've paid)
- give you a certificate at the end of the tax year saying how much tax they've deducted

HOUSE IN MULTIPLE OCCUPATION (HMO)

Your property is an HMO if:

- 3 or more tenants are living there as more than one household.
- tenants share the kitchen, bathroom or toilet facilities.

A household can be a single person, a couple or a family.

If a group of friends or professionals are sharing, each person is counted as a household. For example, a share between 5 friends would count as 5 households.

Which properties need a licence

You always need a licence for your HMO if 5 or more tenants are living there as more than one household.

In the Brighton & Hove area, including Portslade, you may also need a licence if:

- your property has 2 or more storeys.
- 3 or more tenants are living there as more than one household.

A storey is a part of the property that consists of all the rooms on that level, including attics and basements if they are used for living in. For example, a bungalow is a single-storey house. You need a separate licence for each HMO you own.

You can find more information about HMO licensing on [GOV.UK](https://www.gov.uk)



I/we confirm that I/we have read this agreement and wish to appoint Brices, The Agent to act on my/our behalf in accordance with the Service, Notes and General Terms and Fees as herein laid out.

I/we confirm that I am/we are the sole owner/joint owners of the property.

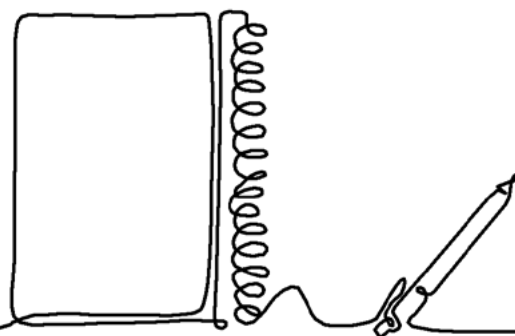
I/we confirm that we appoint Brices to provide the following services:-

Tenant Introduction, Rent Processing and Full Management	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Tenant Introduction and Rent Processing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Tenant Introduction (Monthly)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Tenant Introduction	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Inventory and schedule of condition *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Tenancy Deposit Scheme **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Gas safety certificate **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Gas safety certificate ** and boiler service (strongly recommended)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Electrical installation test ***	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Portable Appliance Test ***	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
EPC certificate **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Fire Alarms per storey of the property **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Carbon Monoxide Alarms **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Pre tenancy check (non-managed) £60 + VAT	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
Complimentary key holding service at branch (for duration of tenancy)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>

***compulsory under our terms of business**

****compulsory under current legislation**

*****compulsory legislation pending**



I/we confirm I/we have been advised of my/our responsibilities for gas, furniture and fire and electrical safety and undertake to ensure compliance with the relevant legislation.

I/we have understood the above compulsory requirements both legislative and under these terms of business.

I/we confirm that I/we will supply Brices with copies of certificates/evidence at least five working days prior to the commencement of the tenancy unless marked above as instructions to Brices to arrange.

I/we have understood that if any of the above are not provided within five working days before commencement of the tenancy Brices will deem this as instructions to arrange on my/our behalf.

I/we have understood that I/we will be responsible for all costs.

I/we have read and understood the enclosed Landlord Regulations, Obligations and Laws information sheet.

I/we give Brices consent to sign the assured shorthold tenancy agreement on my/our behalf and I/we agree to be bound by the terms within the agreement.

I/we confirm that I/we have read and understood the enclosed DRAFT assured shorthold tenancy agreement that Brices will prepare on my behalf.

IMPORTANT – Please enclose with your signed agreement proof of ownership of the property (solicitors letter, mortgage correspondence, maintenance accounts etc) and a copy of photographic identification for all owners (passport, driving licence with photo etc).

Signed:

Date:

(IF PROPERTY IS JOINTLY OWNED ALL PARTIES MUST SIGN)

PRINT NAME:

Signed on behalf of Brices:

Date:



Full address of property to be let including postcode	
Landlord/s full names	
Landlords/s correspondence address including postcode	
Landlord/s contact telephone nos	
Landlord/s email address	
UK correspondence address if Landlord/s abroad	
Copy passport/driving licence and proof of ownership of the property enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/> To follow <input type="checkbox"/> (NB: we are unable to proceed to referencing without this information)
Bank details (Bank name and address, account name, account no and sort code)	
Name, address and telephone nos for the Managing Agents of the building (if leasehold)	
Gas and electric suppliers	Gas Electric
Meter readings, meter nos and location of meters (is a key needed for access?)	Gas Electric Water
Any works due to be carried out on the building as a whole in the next 6 months	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes please provide details)
Current gas safety certificate enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/> To follow <input type="checkbox"/>
Current EPC certificate enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/> To follow <input type="checkbox"/>
Current electrical safety certificate enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/> To follow <input type="checkbox"/>
Any other information you feel would assist us	

FEES

SUBJECT TO VAT

TENANT INTRODUCTION & TENANCY SET UP

TENANT INTRODUCTION & TENANCY SET UP includes property marketing, professional photography, floor plan, Virtual Viewing (where suitable), all advertising including Rightmove, tenancy set-up administration, tenancy agreement, tenant referencing and Right to Rent checks.

3 weeks rent (minimum fee £450) + VAT

SIX MONTHLY TENANT INTRODUCTION & TENANCY SET UP

**As above plus £10 per month administration fee for 6 months + VAT
(£12 inc VAT)**

TENANT INTRODUCTION & TENANCY SET-UP ON RENT COLLECTION OR MANAGED PROPERTIES

Includes property marketing, professional photography, floor plan, Virtual Viewing (where suitable), all advertising including Rightmove, tenancy set-up administration, tenancy agreement, tenant referencing and Right to Rent checks.

1 weeks rent (minimum fee £150) + VAT

RENT COLLECTION






10% of the monthly rent + VAT

FULL MANAGEMENT






14% of the monthly rent + VAT

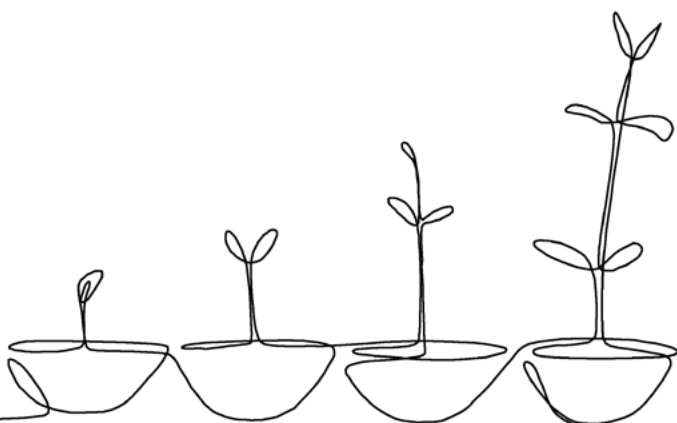


INVENTORY AND SCHEDULE OF CONDITION

Studio	£70 (£80 inc VAT)
	£90 (£108 inc VAT)
	£110 (£132 inc VAT)
	£130 (£156 inc VAT)
	£150 (£180 inc VAT)
 +	On request
Garden or Terrace	From £10 + VAT
Part or fully furnished	From £20 + VAT







CHECKOUT REPORT AND DEPOSIT NEGOTIATION

	NON-MANAGED	MANAGED
Studio	£60 (£72 inc VAT)	£40 (£48 inc VAT)
	£80 (£96 inc VAT)	£60 (£72 inc VAT)
	£100 (£120 inc VAT)	£80 (£96 inc VAT)
	£120 (£144 inc VAT)	£100 (£120 inc VAT)
	£140 (£168 inc VAT)	£120 (£144 inc VAT)
 +	On request	On request
Deposit negotiation 2 hours	£50 (£60 inc VAT)	No additional charge
Per additional hour	£25ph (£30ph inc VAT)	No additional charge
TDS Adjudication submission	£100 (£120 inc VAT)	£50 (£60 inc VAT)



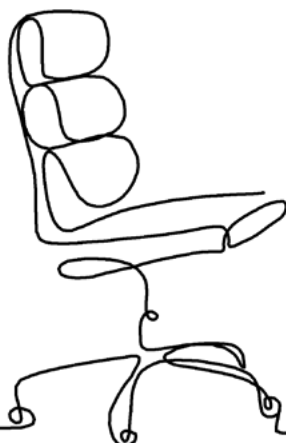
ENERGY PERFORMANCE CERTIFICATE

(compulsory on all lettings properties including Listed Buildings)

Studio / 	£80 (£96 inc VAT)
 / 	£90 (£108 inc VAT)
   +	£100 (£120 inc VAT)
SAP Assessment	£120 (£144 inc VAT)
Managing improvement works for EPC below E rating (new EPC required after works as above)	POA

OTHER SERVICES

Gas safety certificate	£60 + VAT (£72 inc VAT)
Gas safety certificate & boiler service	£90 + VAT (£108 inc VAT)
Electrical safety certificate	£150 + VAT (£180 inc VAT)
Portable Appliance Test	£35 + VAT (£42 inc VAT)
Tenancy Deposit Scheme	£75 per annum + VAT (£90 inc VAT per annum)
Carbon Monoxide Alarm	£50 + VAT (£60 inc VAT)
Smoke Alarm	£50 + VAT (£60 inc VAT)
Tenancy renewal inc Right to Rent recheck	£60 + VAT (£72 inc VAT)
Periodic tenancy	£25 + VAT (£30 inc VAT)
Addendum to tenancy agreement	£50 + VAT (£60 inc VAT)
Hand delivered Section 21 on non managed	£75 + VAT (£90 inc VAT)
Hand delivered Section 21 on managed	£25 + VAT (£30 inc VAT)
Inspection and report on non managed	£75 + VAT (£90 inc VAT)
Overseas Landlords reporting and processing	£25 + VAT per action (£30 inc VAT)
Key cutting	£10 + VAT (£12 inc VAT) + invoice
Extensive works or refurbishment	Price on application
Processing application to courts	Price on application
HMO License compliance works	Price on application
HMO License application	£150 + VAT (£180 inc VAT)
Pre tenancy check (non-managed)	£60 + VAT (£72 inc VAT)
Guarantor referencing + deed of guarantee	£80 + VAT (£96 + VAT)
Section 8	£125 + VAT (£150 inc VAT)



SALE OF PROPERTY

In the event of a tenant or prospective tenant introduced by The Agent completing the purchase at any time, a commission will be payable by The Landlord to The Agent equivalent to 1.5% of the selling price + VAT. In the event of the property being sold with the benefit of the tenant our fees as above will still be payable.