

TERMS OF BUSINESS & AGENCY AGREEMENT

LETTING ONLY

OUR SERVICE

1. Providing a rental valuation of the property and giving advice as required.
2. Advertising as necessary, interviewing and selecting tenants, arranging/carrying out viewings.
3. Taking up references and credit checks as appropriate.
4. Preparing and signing as **“Agent” for The Owner** a suitable **tenancy agreement** in accordance with current law.
5. Advising on the transfer of gas, electricity, and telephone accounts.
6. Collecting the first advance rental and security deposit (equivalent to six weeks rent)
7. Holding the security deposit as **“Agent as Stakeholder”** in line with current legislation

If you require our Services beyond this point, please enquire about our Letting and Rent Collection and Full Management Service.

FEES

Our fee for the Letting Only Service is _____% of the agreed gross rent (6 months max) + VAT.

This fee will become payable upon the signing by the tenant/s of the Tenancy Agreement as above.

In the event of a tenant or prospective tenant introduced by The Agent completing the purchase of the property at any time, a commission will be payable by The Owner to The Agent equivalent to _____% of the selling price.

TERMS

Whilst we shall use our best commercial judgement in the selection of tenants and the execution of our Service hereunder, we shall not under any circumstances be liable for non-payment of rent or any other outcome of a tenancy or for any legal costs resulting there from. Insurance policies are recommended to cover such risks.

I/we* confirm:

- 1) That I/we* wish to appoint you to act on my/our* behalf in accordance with this Agreement.
- 2) That I am/we are* the sole owner/joint owners* of the property appended below.
- 3) That 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.

* Delete as applicable

Full address of property to be Let:

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Signed:

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Print Name/s: Date:

(IF PROPERTY IS JOINTLY OWNED ALL PARTIES SHOULD SIGN)

Signed by or on behalf of Agent: Date: