

RESIDENTIAL LETTINGS

Agency Agreement

Landlord:

Landlord
Address:

Landlord
Email:

Landlord Telephone:

Property To Be Let:

Initial Rent: £ per calendar month

Fees:

- BRONZE SERVICE – LET ONLY – 75% OF THE FIRST MONTHS RENT + VAT (MINIMUM £300 + VAT)

This will include:

- a) Free, no obligation rental valuation.
- b) Market the property, erect a 'To Let' board and place the property on the internet and within the local newspaper.
- c) Arrange and accompany viewings.
- d) Reference and credit check prospective tenants.
- e) Prepare relevant legal tenancy agreement and arrange signature.
- f) Collect first month's rent in advance together with deposit.
- g) Prepare a professional inventory and condition report if required (extra charge).

- SILVER SERVICE – LET & RENT COLLECTION - 8% OF THE MONTHLY RENT + VAT PLUS £350 ADMIN FEE + VAT

This will include items a) to g) Plus:

- h) Collect monthly rent due.
- i) Upon receipt, pay the same, less our agreed fees and any expenses incurred on your behalf, to you or your chosen account.



- j) Renew the tenancy to the existing tenant at the end of the term for a further term, unless instructed, at an agreed fee and at a rent to be agreed.
- k) Re-let the property at an agreed monthly rental figure on the termination of a tenancy, unless otherwise instructed.
- GOLD SERVICE – FULL MANAGEMENT - 10% OF THE MONTHLY RENT + VAT PLUS £350 ADMIN FEE + VAT

This will include items a) to k) Plus:

- l) Organise without prior reference to you repairs to maximum cost of £200 plus vat. Any work in excess of this amount will require your written approval, except in cases of emergency.
- m) Carry out periodic inspections, together with the landlord if necessary and report findings.
- n) Oversee tenants vacation of the property.
- o) Inform all relevant utility suppliers of change of occupants.
- p) Arrange the required safety checks.

LANDLORDS BANK DETAILS:

Bank

Account Name:

Account Number:

Account Sort Code:.....

I / We confirm my / our instructions for Jones Peckover to act on my / our behalf in securing a tenant for the above property under the terms presented to me / us in the Terms of Business. I / We will conform as required to the regulations as pointed out by Jones Peckover in regard to the Furniture and Furnishings Fire Safety Regulations, Gas Appliances and general maintenance requirements. I / We hereby accept the attached Terms of Business.

SIGNED:

LANDLORD DATE.....

ON BEHALF OF
AGENT DATE.....