



## AGENCY AGREEMENT 2011 – Letting Only Service

### **A. OUR SERVICE**

1. Providing a **rental valuation** of the property. Offering initial advice and guidance of your responsibilities as landlord as required.
2. **Advertising** the property as necessary using varied methods including Rightmove, Property Finder, Editorial and erecting a **TO LET** board.
3. Interviewing and selecting tenants, arranging and carrying out necessary viewings and dealing with negotiations on behalf of the client.
4. Taking up **references** and **credit checks** as appropriate.
5. Advising on the **transfer** of gas, electricity, telephone and any other utility accounts.
6. Collecting the first advance **rental payment** and **security deposit**.
7. Drawing up a standard **Assured Shorthold Tenancy Agreement** and arranging signature by the tenant/s.
8. An **Inventory** and **Schedule of Condition** can be prepared at the charge shown below.

**If you require our Services beyond this point, please enquire about our Full Management Service.**

### **B. FEES**

Our fee for the Letting Only Service is 75% of monthly rental or £345.00 plus V.A.T . This fee will become payable upon the signing by the tenant/s of the Tenancy Agreement as above and will be deducted from the monies received by us as at Point 6 above. An Inventory and Schedule of Condition is advised but optional and can be prepared for a fee of **£50.00**.

### **C. 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 and we are able to refer the services of a reputable provider.

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*\* Delete as applicable*

#### **I/we\* confirm:**

- 1) That I/we\* wish to appoint you to act on my/our\* behalf as **Sole Agent** in accordance with the above.
- 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.

**Full address of property to be let:**

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**(IF PROPERTY IS JOINTLY OWNED ALL PARTIES SHOULD SIGN)**

Signed: .....

Print: ..... Date: / /

Signed by or on behalf of Agent: ..... Date: / /