



## **LANDLORD INFORMATION PACK**

### **Let Only Agreement Tenant Find Fee**

Half a month's rent (inclusive of VAT)

We will advertise the property on our website, Spare room, Open Rent, provide all legal paperwork, conduct viewings, and fully reference the applicants, including mandatory 'Right to Rent' checks.

### **Fully Managed Agreement**

Management fee 10% + VAT of the monthly rent We do not charge any fee for finding a tenant in full property Management.

### **Maintenance:**

For a fully managed property all maintenance costs for the Property will be invoiced and paid for by the Landlord. We will manage and attempt to remediate miscellaneous maintenance work to the Property that the Agent deems appropriate up to a limit of £350 + VAT per maintenance job without requesting permission from the Landlord. In case of an emergency, and the Agent will use their discretion to manage maintenance work which exceeds £350 + VAT, the Landlord agrees to accept the Agent's decision to carry out the required maintenance job.

## **AGENTS RESPONSIBILITIES**

The Agent agrees to:

- Visit the Property to perform a market appraisal and give advice on letting.
- Advertise the Property on the relevant portals that the Agent deems appropriate.
- Erect a "To Let" board if needed.
- Advertise the Property on its company website/social media channels.
- Find a tenant for the Property.
- Ensure that the tenant submits the necessary paperwork required such as references from an employer, previous Landlord and proof of income.
- Conduct a Credit Check for the tenant.
- Negotiate an acceptable monthly rent for the Property.
- Negotiate specific terms in the tenancy agreement.
- Draft the tenancy agreement.
- Execute the tenancy documents, including signing the tenancy agreement on behalf of the Landlord as the Landlords' management Agent.
- Collect the deposit from the tenant, protect it under the Deposit Protection Scheme and the first payment of rent due under the tenancy.

- Hand over keys to the tenant and check the tenant in.
- Arrange for the drawing up of an inventory and/ or schedule of condition of the Property.
- Collect the rent monthly and forward the net amount due to the Landlord.
- Notify the Landlord if there are any issues with the Property.
- Be responsible for the day-to-day management of the Property which may involve arranging for general repairs or maintenance to be carried out.
- Visit the Property at least on an annual basis for a written and recorded inspection.
- At the end of the tenancy check the inventory and/ or schedule of condition to assess whether the Property is, in the Agent's opinion, in a reasonable state of repair.
- Subject to clause 6 (Tenancy Deposit) of this Agreement, return the deposit to the tenant once the tenant has left the Property if the tenant has, at the Agent's discretion, complied with the terms of the tenancy, the condition of the Property is satisfactory, and the items listed in the inventory and/ or schedules of condition are satisfactory.