

AGENCY AGREEMENT

LETTING ONLY SERVICE

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. Advising on the transfer of gas, electricity, and telephone accounts.
5. Collecting the first advance rental and security deposit.
6. Drawing up a standard Assured Shorthold Tenancy Agreement and arranging signature by the tenant/s.

7. Set up standing order for rent to be forwarded to landlord's account.

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

FEES

Our fee for the Letting Only Service is 10% of the annual rent excluding VAT 17.5%.
This fee is for the entire year if the tenant's leave after six month's of the tenancy new tenants will be found free of charge.
Tenancy agreement is free of charge.
If tenant decides to renew contract after the 1st year renewal charge of 5% will be due to sharpes.
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 5 above.

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 therefrom. 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:

.....

Signed:

Print Name/s: Date:

(IF PROPERTY IS JOINTLY OWNED ALL PARTIES SHOULD SIGN)

Signed by or on behalf of Agent: Date:

VAT NO- 882 1282 21

Company Registration number- 5574720