



Agency Agreement

This Agreement is made between the Landlord of the Property (as named at the end of this Agreement) and That Letting Place who agree to act as agent for the Landlord and are hereinafter referred to as "the Agent". The purpose of this document is to set out clearly and concisely the extent of the letting and management service offered, and the scale of fees charged.

By signing these terms, you confirm that:

- ✓ You have sought permission from your lender (if applicable) to let this property
- ✓ Your service charge and ground payments are up to date if necessary
- ✓ You do not have any rent arrears on your mortgage account for this property

If at the point of letting your property we have not received your instruction regarding

- ❖ A copy of the Gas Safety Certificate
 - ❖ A copy of the (EPC) Energy Performance Certificate
 - ❖ A copy of the Electrical Certificate (EICR)
 - ❖ Confirmation of your chosen Tenancy Deposit Scheme
- then That Letting Place reserve the right to organise this on your behalf and pass on the cost

The terms of the Agreement set out in this document will constitute a binding legal contract. If you are unsure of your obligations under this Agreement, then you are advised to take independent legal advice before signing.





Managed Service

That Letting Place provides a property management service to owners wishing to let out their property. The standard fee for the management is taken as a percentage of the gross rents due for the period of the tenancy and a set-up fee will normally be levied at the outset for taking references and arranging the tenancy.

Our Managed Service includes:

- ❖ Advising as to the likely rental income.
- ❖ Advertising and generally marketing the Property.
- ❖ Interviewing prospective tenants and taking up full references via Rent4Sure Tenant Referencing (a third-party company specialising in tenant referencing and providers of specialist landlord and tenant insurance policies). Where necessary, additional security would be requested by means of a guarantor.
- ❖ Preparing the tenancy agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts and renewing the agreement where necessary at the end of the tenancy term.
- ❖ Taking a deposit from the tenant, dealing with this deposit under the requirements of the chosen deposit protection scheme until the end of the tenancy when the Property and contents have been checked for unfair wear and tear and handling any termination issues with the tenant and the tenancy deposit scheme provider.
- ❖ Collecting the rent monthly and paying over to the Landlord monthly (normally sent within 15 days of collection) less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer and a detailed rent statement will be forwarded to the Landlord by email.
- ❖ Arranging with service companies (principally electricity gas & water) for meter readings and advising them of the transfer of service contracts to the tenant at the beginning of each tenancy.
- ❖ Regular inspections of the Property are carried out approximately every 4 months. Responsibility for and management of empty property is not normally included and will only be carried out by special arrangement agreed in writing between the Landlord and the Agent.
- ❖ Co-ordination of repair or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, supervising works and settling accounts from rents received.
- ❖ Making payments on behalf of the Landlord from rents received for costs in managing the Property.
- ❖ Carrying out a full property inspection and inventory check at the end of the tenancy and, if necessary, preparing and agreeing a schedule of costs relating to any damage or unfair wear and tear prior to releasing the deposit.
- ❖ Collecting and forwarding Landlord's mail.

Additional items and other expenses will be charged according to the scale of fees defined overleaf.



Scale of Fees



Managed Service

Tenancy Set Up Fee	£350
Managed Fee	10% of the gross rent
Managed Termination Fee	£250

Tenant Find Only

Tenant Finder	£350
Inventory	£100

TLP will organize if needed the legally required certificates charging only the contractor's invoice.

