

## Landlord Confirmation of Instruction

Property address (including postcode):

(the 'Property')

We confirm and thank you for your kind instructions to Bettles Property Limited ('BPL') to act as your letting agent for the Property.

This confirmation of instruction letter and the enclosed documents as listed below together form the contract (the Agreement) between you ('the Landlord/you') and BPL as your agent for the letting of the Property:

- (1) Landlord Declaration
- (2) Landlord Terms and Conditions

Please sign and return the Landlord Declaration where indicated as your formal acceptance of the Agreement and return it to BPL without delay together with copies of photo ID and proof of residency for each Landlord and a copy of the buildings insurance policy for the Property.

**Please note that should BPL not receive your signed copy of the Agreement, BPL will not proceed with the marketing of the Property.**

If the Property is jointly owned, we will need the full names of each landlord which must appear on the tenancy agreement. If the Property is owned by a company, the company's full name must appear on the tenancy agreement and a director of the company must sign the tenancy agreement.

Please complete the Landlord Declaration in full, including your bank details for the standing order mandate, if BPL are to manage the Property or otherwise collect the rent.

We would draw your attention in particular to clause 7 of the Landlord Terms and Conditions requiring that a valid Gas Safety Certificate, Electrical Installation Condition Report, Portable Appliance Testing report and Energy Performance Certificate are provided for the Property. This is your responsibility but BPL can arrange these on your behalf. We strongly advise that these documents are kept in a box file at the Property together with a list of current utility suppliers, a location sketch for all meters, appliance instructions and warranties, service agreements for the boiler and any other appliances and a labelled set of any internal keys, including a radiator key.

If you require clarification on any of the points or additional information in this Agreement, please do not hesitate to contact us. We are registering your details on the property portals and the BPL website: [www.bettlesproperty.com](http://www.bettlesproperty.com) and are looking to introduce a suitable tenant to your Property as soon as possible. We assure you of our close attention at all times.

Yours sincerely,

For & on behalf of Bettles Property Limited

**Landlord Declaration**

BPL have been appointed on the following terms as ticked.

**SERVICES** **FEE** **Please tick**

<p><b>Managed Service</b> – Fully managed service with 24/7 Emergency maintenance provision. Property visit with full report every 3 months (first visit at month 3). <b>Complimentary Energy Performance Certificate and initial Gas Safety Certificate.</b></p>	<p>14.4% including VAT</p>	
<p><b>Rent Collection Service</b> – Marketing of property, referencing of tenants, preparation of legal tenancy agreement and registration of tenant’s deposit, processing of rent with monthly statement of account.</p>	<p>12% including VAT</p>	
<p><b>Let Only Service</b> – Marketing of property, referencing of tenants, preparation of legal tenancy agreement and registration of tenant’s deposit. Renewal of tenancy fee £100 + vat. *Fee is two weeks rent subject to a minimum fee of £480 including VAT</p>	<p>£480* including VAT</p>	

I/We hereby declare as follows:

I/We are the legal owners of the freehold/leasehold interest in the property.

I/We agree and accept the terms and conditions of the Agreement.

I/We understand and acknowledge my/our obligations pursuant to the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993, The Gas Safety (Installation and Use) Regulations 1998 and the Electrical Equipment (Safety) Regulations 1994 and I/We accept and confirm I/We have full responsibility to ensure that I/We comply fully with their requirements before and during the letting of the Property.

I/We attach one form of original identification and one original utility bill for proof of Landlord’s main UK postal address as set out in the Landlord Terms and Conditions relating to the Anti-Money Laundering Regulations 2007.

I/We confirm that there are no major repairs, construction or maintenance work of which I am/we are aware due to be carried out to the Property, any adjoining property or the building of which the Property forms part, apart from as noted below:

Signed: .....

Signed: .....

Full Name: .....

Full Name: .....

Date: .....

Date: .....

BPL's Comprehensive Range of Services

	Let only	Rent Collection	Managed
Initial visit to your property by an experienced BPL Manager	✓	✓	✓
Carry out an accurate assessment and market appraisal of your property	✓	✓	✓
Provide advice on regulation and legal aspects of lettings	✓	✓	✓
Provide strategic marketing strategies to present your property	✓	✓	✓
Offer impartial advice on property presentation and refurbishments	✓	✓	✓
Prominent property display and current industry information on BPL's website	✓	✓	✓
Multi-listing with Rightmove and www.bettlesproperty.com	✓	✓	✓
Export property details using state of the art lettings software	✓	✓	✓
Multi-media advertising; local press, radio, Facebook and Twitter	✓	✓	✓
Display prominent 'To Let' and 'Let By' boards	✓	✓	✓
Viewings accompanied by a member of our experienced letting team	✓	✓	✓
Negotiation of all terms of the tenancy agreement and relevant documentation	✓	✓	✓
Outsource to a comprehensive referencing company to vet prospective applicants	✓	✓	✓
We can introduce you to Homelet, who have a specific insurance policy that caters for landlords.	✓	✓	✓
Holding of the tenant's deposit in the capacity of Stakeholder and registering it with the TDS	✓	✓	✓
Collection of rent from standing order with rent transferred into your bank account electronically with a monthly emailed statement of account of rent		✓	✓
Incoming monthly rent monitored on a weekly basis and rent arrears procedure implemented in the event of non-payment of rent		✓	✓
Serving statutory legal notices for possession and rent arrears in accordance with the 1988 Housing Act			✓
Reviewing property rents on an annual basis and negotiating rent increase where applicable			✓
Negotiating tenancy renewals in accordance with your instructions			✓
Accurate advice from our trained, qualified, and dedicated team			✓
Exclusive BPL property management and maintenance services			✓
24 hour BPL emergency helpline for the peace of mind of your tenant			✓
Financial annual statement for you and/ or your tax advisor if requested			✓
Negotiation of the deposit release to landlord and tenant			✓
Coordinate local reputable contractors for property maintenance at competitive prices			✓
Annual one-to-one meeting with a director of the business, at your request			✓
Arrange professional cleaning at check-in and check-out			✓
Ensure properties are compliant in accordance with gas, electric and soft furnishings with the landlord's written agreement			✓
Arrange accompanied property check-in and check-out visits			✓
Scheduled six monthly property visits			✓
Complimentary initial Energy Performance Certificate			✓
Complimentary initial Gas Safe Certificate			✓
Accompany court visits in the event of a tenancy dispute and possession procedures			✓

**Landlord's Details** (if the property is jointly owned please provide both parties details)

**First Landlord**

**Second Landlord**

Full Name:	Full Name:
Permanent Address (including postcode):	Permanent Address (including postcode):
Home Tel No:	Home Tel No:
Work Tel No:	Work Tel No:
Mobile Tel No:	Mobile Tel No:
Email:	Email:
Address of Landlords representative in England/Wales (if permanent address is overseas):	

**Additional Keyholder / Emergency Contact**

Name:	Home Tel No:
Work Tel No:	Mobile Tel No:
Address (inc. postcode):	

**Bank Details for Rental Transfer**

Bank:	Sort Code:
Account No:	Account Name:
Branch Address:	

## Property Information

Appliances provided with manuals at property (please tick):

Separate Fridge		Soft Furnishings provided at property:
Separate Freezer		
Fridge/Freezer		
Washing Machine		
Tumble Dryer		
Washer/Dryer		
Integrated Oven		
Freestanding Oven		
NHBC Buildings Warranty Number:		Home Care & Appliance agreements/ warranties (please supply documentation and list as applicable):
Refuse Day:		
Location of Bin:		
Location of Stop Cock:		
Gas Supplier:		Location of Gas Meter:  Meter Ref No: (if known)
Electricity Supplier:		Location of Electricity Meter:  Meter Ref No: (if known)
Water Supplier:		Location of Water Meter:  Meter Ref No: (if known)

**Without the accurate location of meters BPL are unable to read the meters or inform the suppliers**

Permission for a Pet <i>please advise of any restrictions</i>		YES / NO
Parking – please provide details of allocated parking/driveway/garage and exact location:		
Parking Permit Required?	YES / NO	<b>If, yes please supply permit for tenant</b>
Is there a TV aerial at the property	YES / NO	Is there a telephone line YES / NO
Will you give permission for the tenants to install Sky at the property?		YES / NO
Management Company:		Contact Tel No:

## Requirements for Tenancy

Energy Performance Certificate <i>Valid for 10 years</i>	£96.00 inc VAT	BPL to arrange Landlord own	YES / NO YES / NO
If landlord own, please supply copy prior to commencement of marketing			
Gas Safety Certificate <i>Valid for 12 months</i>	from £96.00 inc VAT	BPL to arrange Landlord own	YES / NO YES / NO
Gas Check & Boiler Service	£120.00 inc VAT	BPL to arrange Landlord own	YES / NO YES / NO
If landlord own please supply copy at least 5 working days prior to check in date			
Electrical Installation Condition Report / NO		BPL to arrange Landlord own	YES YES / NO
If landlord own please supply copy at least 5 working days prior to check in date			
Standard <i>valid for 5 years</i>			
Studio	£132.00 inc VAT		
1 Bedroom	£158.40 inc VAT		
2 Bedroom	£184.80 inc VAT		
3 Bedroom	£198.00 inc VAT		
4 Bedroom	£264.00 inc VAT		
5 Bedroom	Price on application		
The above price list is subject to the property being unfurnished. Property visit Portable Appliance Test up to 5 appliances: £51.00 inc VAT			
Professional Pre-Tenancy Clean		BPL to arrange Landlord own	YES / NO YES / NO
<i>BPL recommend the property is cleaned throughout (inc oven, carpets, etc) to a professional standard prior to each tenancy commencing</i>			
BPL Inventory Package <i>Prepared two days before tenancy</i>		BPL to arrange Landlord own	YES / NO YES / NO
1 – 3 Bedroom Properties	£120 inc VAT		
4 – 5 Bedroom Properties	£180 inc VAT		
Legionella Risk Assessment	£96.00 inc VAT	BPL to arrange Landlord own	YES / NO YES / NO

## LANDLORD FEES

MANAGED SERVICE	FEE	Fee inc VAT
Monthly commission	12% + VAT	14.4%
Set up	£300 + VAT	£360
Inventory	£100 - £150 + VAT	£120 - £180
Deposit Registration	£20 + VAT	£24
EPC	FREE	FREE
Initial Gas Safety record*	FREE	FREE
Check out	FREE	FREE
Renewal	FREE	FREE
Rent review	FREE	FREE
*initial complimentary gas safety record. Thereafter £96 inc VAT		

RENT COLLECTION SERVICE	FEE	Fee inc VAT
Monthly commission	10% + VAT	12%
Set up	£300 + VAT	£360
Deposit Registration	£20 + VAT	£24
<i>Optional fees</i>		
Inventory	£100 + VAT	£120
EPC	£80 + VAT	£96
Gas Safety record	£80 + VAT	£96
Check out	£75 + VAT	£90
Renewal	£75 + VAT	£90
Rent review	£25 + VAT	£30

LET ONLY SERVICE	FEE	Fee inc VAT
Set up	2 weeks rent + VAT*	
*subject to a minimum fee of £400 + VAT		