

**CONSENT TO LET** - Before you can let your property, you need to obtain written permission to let from your bank, mortgage lender, Superior Landlord or Freeholder of the property. If you do not receive permission, your tenancy may be deemed unlawful.

**TERMS OF ENGAGEMENT** - We will require signed Terms of Engagement in order to act on your behalf as agent and to commence marketing the property.

**NON RESIDENT LANDLORD (NRL) APPROVAL** - If you live outside the UK or spend more than 6 months a year abroad, you need to complete a Non Resident Landlord (NRL) form, in order to apply for approval from the Inland Revenue, for us to pay the rent to you without any deductions for tax. We can supply you with the necessary forms for you to apply.

**INSURANCE** - Please ensure that you have the appropriate building and contents insurance in place for your property. Not all insurance policies cover properties that are let, so please check your policy. We would recommend you take out specialist insurance and can provide further information upon request.

**KEYS** - We require three sets of keys to the property.

**ENERGY PERFORMANCE CERTIFICATE (EPC)** - All properties available to rent are required to have an energy performance certificate available for the tenant to view.

**MARKETING** - Upon receipt of instruction we will immediately take photographs and prepare details of your property. These will be available within our branches and applicants can print them themselves via our website. Our software allows us to immediately send details to applicants via email, text or post. As well as being available on our acclaimed website we upload all property details to all major portals, including Rightmove, Zoopla and Globrix. A To Let board will be erected and our web marketing is supplemented by local press advertising.

**REFERENCE CHECKS** - Applicants are thoroughly referenced by an external credit referencing company. Additionally we obtain, where relevant, employers and previous landlord references.

**INVENTORY** - All properties require a detailed up to date inventory prior to the commencement of any new tenancy. This document is then used to check for any damage when the tenant moves out. Damage to property can be deducted from the tenants deposit but general wear and tear cannot. An inventory is included in our rent collection and our managed services. Make sure all personal items are removed.

**TENANCY AGREEMENT** - We will prepare a plain english agreement and arrange to have this signed by the tenant and by us, on your behalf, at the commencement of the tenancy.

**UTILITIES** - We will endeavour to advise the gas, electricity water and council tax offices of the tenant's details on check in. Note: We cannot guarantee they will act on our instructions.

**PREMIER SERVICE AND RENT WARRANTY** - This is an ideal opportunity to consider our Premier Service & Rent Warranty. This competitive and comprehensive service offers complete peace of mind for landlords including a warranted protection against loss of rental income and legal expenses.

**COMPLETION DAY** - After completion of referencing and ID checks, the tenancy agreement is prepared and signed by the tenant and by us on behalf of the landlord. The tenant is given the keys. Andrew Craig have a zero tolerance on Gas safety and will not complete a lease without the relevant CP12.

**TENANCY DEPOSIT** - On our Full Property Management services, we register the deposit with the relevant company within the required timescale and administer any dispute at the end of the tenancy. Under the terms of the scheme, we hold the deposit in our Client account. This gives us better control over release of the funds once both parties have agreed to this, at the end of the tenancy. We can provide this service to non Property Management clients at additional cost.

**FIRST RENT PAYMENT** - We collect the first months rent upon completion of the tenancy agreement. Once the rent payment has cleared our Client bank account we will make payment to the landlord, less any agreed fees and charges which are due to us. We will pay any balance to you by bank transfer or cheque. Bank transfer is faster and usually takes 3 working days (including the day of the transfer) to show in your account.

**TENANCY MANAGEMENT LEVEL** - The type of management level selected will affect how your tenancy is handled once your tenants move in. You have a choice of Premier Full Property Management, Full Property Management, Rent Collection or Letting Service.

**RENT COLLECTION** - Where we collect the rent we will release this to you once we have cleared funds in our Client account. Clearance of funds usually occurs 3 working days after the date of the tenants standing order or 5 working days after receipt of payment by cheque. Once the funds are cleared we can make payment to you by bank transfer or cheque. Bank transfer is faster and usually takes 3 working days (including the day of the transfer) to show in your account. Monthly rent statements are produced.

**TENANCY RENEWALS** - If the landlord wishes to renew the tenancy, after the initial period, then we can try to arrange this with the tenant. Otherwise the tenancy can continue, with the tenant holding over, with the benefit of a periodic shorthold tenancy. This can usually be brought to an end with two months notice from either landlord or tenant. The advantage of a new agreement is that there is another fixed term, thereby giving both the landlord and the tenant further security

**TENANCY CHECKOUT** - At the agreed time and date, we will attend the property and meet the tenant to inspect and agree the condition of the property. We will also take utility readings.

**REPAIRS** - The landlord must keep in good repair, the main structure of the building to include drains, gutters, heating systems and installations for the supply of water, electricity, gas and sanitation. Any damage caused by the negligence of the tenant should be paid for by the tenant.

**FIRE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988** - All furniture and soft furnishing, including garden and patio furniture, must comply with the regulations.

**THE GAS SAFETY (INSTALLATION & USE) REGULATIONS 1998** - The landlord must ensure that any gas appliances or installation pipe work in the property is maintained in a safe condition, so as to prevent risk of injury to any person, by ensuring that all such appliances and pipe work are checked annually, by an approved registered engineer and a written record produced.

**ELECTRICAL EQUIPMENT (SAFETY)** - Regulations 1994 You must ensure that electrical equipment is safe and will not cause danger and that it satisfies the safety requirements of the 1994 Regulations by getting it checked by a qualified electrician.

**REGULATED BY RICS** - We maintain the highest professional standards by conforming to the strict rules of conduct of the Royal Institution of Chartered Surveyors (RICS), which is the most senior and respected property organisation, in the world.

**CLIENT MONEY PROTECTION** - As Chartered Surveyors we are Regulated by RICS, ensuring the highest professional and ethical standards and allowing our clients the benefit, of the RICS Client Money Protection Scheme. Any money entrusted to a firm, that is Regulated by RICS, will be covered by the scheme, up to a maximum of £50,000 per claim.

Signed \_\_\_\_\_ Landlord received a copy on Date \_\_\_\_\_