

AGENCY AGREEMENT

Top copy to landlord, one copy to Holland Broadbridge

I/We* confirm herewith that we would like to proceed with the following service:

1. **Fully Managed:** _____ % of rental per calendar month plus VAT.
 2. **Tenancy Agreement/References. Fee** _____
 3. **Finders Fee Option 1** _____
- or
4. **Finders Fee Option 2** _____

I/We* confirm that I am/we* are the sole/joint owner(s) of the property known as:

Full Address of property _____

_____ Postcode _____

Full name(s) of owner(s) _____

Correspondence Address _____

_____ Postcode _____

Home Tel no: _____ Mobile _____

Business Tel no: _____ or _____

E-mail address _____

Are you, or will you be, living outside the UK? Yes No

If yes, an Inland Revenue certificate will be required. Please state if you require an Inland Revenue certificate application form.

Please complete this section if you require your rental income paying directly into bank/building society each month.

If this section is not completed we will forward a cheque to you each month.

Name and address of bank _____

_____ Postcode _____

Name(s) in which the account is held _____

Account No. _____ Sort Code: _____

Does the property have a mortgage? Yes No

If yes, who is the property mortgaged by? _____

Utility Service Providers:

Water _____ Meter? Yes No

Gas _____

Electricity _____

Council Band _____

Statements to be sent by email? Yes No

Do you require an Electrical Installation Condition Report? Yes No

Do you require a Landlord gas Safety Record? Yes No

Holland Broadbridge to arrange? Yes No

Do you require Holland Broadbridge to transfer the

tenant's deposit on your behalf? Yes No

Does the property require an Energy Performance Certificate? Yes No

Holland Broadbridge to arrange? Yes No

RESIDENTIAL LETTING CHARGES

Full Property Management - Includes Option 1 Package

Holland Broadbridge charges are exclusive of VAT. Marketing costs will be deducted from each monthly rental before being transferred into your account.

** Minimum fee of £50 plus VAT applies.*

FINDERS FEE

If you wish to manage your property yourself, Holland Broadbridge offer a 'Finders Fee' package.

There are two options you can choose with our Finders Fee package.

Option 1 - Finders Fee Full Package. Fee: _____

Tenancy Agreement/References. Fee: _____

- Accompany viewings
- Prepare inventory
- Contact utility companies
- Arrange a standing order with tenant (for future rents to be paid directly into your account)
- Lodge deposit
- Conduct FINAL INSPECTION

Option 2 - Tenant Find only. Fee: _____

Tenancy Agreement/References. Fee: _____

- Accompany viewings
- Arrange a standing order with tenant (for future rents to be paid directly into your account)

As you will be managing the property yourself you will have direct contact with the tenants regarding maintenance issues and general enquiries during the tenancy.

If you require any additional support during the tenancy we can offer the following:

- Notice Letters
- General Inspections
- Inventories
- Checkouts
- Administration charges apply for the above services.

I/We* confirm that I/We have read and understood the attached terms and conditions and hereby authorise Holland Broadbridge to act on my/our* behalf in the letting management of the above mentioned property during the letting period, to sign agreements, to collect rents where due on My/Our* behalf in the maintenance of the subject property.

I/We* agree to pay by deduction from rental income the management fees as set out in the terms and conditions of which I/We* will retain a copy and to indemnify Holland Broadbridge for all costs incurred on My/Our* behalf.

I/We* acknowledge that Holland Broadbridge have advised that if the subject property is mortgaged then the Mortgagee should be approached for its authorisation to let the property and that the property's insurers should be notified.

Signed _____

Date _____

NB Look at the rear of this agreement (*Delete as appropriate)



**HOLLAND
BROADBRIDGE**

It has to be...

HOLLAND BROADBRIDGE TERMS AND CONDITIONS

- 1 Provide marketing support for your property in order to secure a satisfactory tenant.
- 2 Carry out status enquiries with the Applicant's Bank/Building Society, Employer, Credit Agency Check, Personal Referee and any prior landlord. Charges to Landlord.
- 3 Prepare the appropriate tenancy agreement and other legal notices and documents in order to comply with current legislation taking into account your specific requirements and instructions. Charges to Landlord.
- 4 Accept a tenant's surety deposit and transfer to a Deposit Protection Scheme or to the Landlord if property is to be unmanaged by Holland Broadbridge, to deposit in a legally required scheme.
- 5 Prepare an inventory, take photographs and Statement of Condition as required and agree this with the tenant on occupation.
- 6 Arrange for the transfer of utilities and establish the Council Tax or subsequent replacement in the occupier's name.
- 7 Collect rents and account to you on a monthly basis (usually some 7-10 days after the rent due day) subject to receipt.
- 8 Receive reports from tenants with regard to maintenance and repairs for which you are responsible and instruct tradesmen to affect such maintenance and repair. (Our duties in this respect are subject to being made aware of any problem arising.)
- 9 At the end of the tenancy carry out a dilapidation assessment with the tenant in attendance where possible and make such deductions as in our opinion are necessary from the tenants deposit in order to compensate you for such dilapidations. (Fair wear and tear obviously being taken into account.)
- 10 Where there is a breach of the tenancy agreement by a tenant, take all necessary steps to resolve the breach and report to you on such an event and on the progress being made to resolve the problem.
- 11 Seek new tenants where applicable in order to ensure continuity of the occupancy prior to your return to take up residency. Where the property remains unoccupied between letting periods it must be distinctly understood that our management does not include supervision of the property although in normal circumstances where we are conducting viewing appointments periodic visits may be made.
- 12 This agreement gives us the right of sole agency in relation to the property for an initial period of 4 weeks. However, the agreement will continue beyond this initial period until it is ended by either party giving 7 days notice. The landlord confirms that at the date of this agreement there is no prospective tenant from any source who has expressed an interest in letting the property.
- 13 One months' written notice terminating Holland Broadbridge as your Managing Agent is required should you wish to manage the property. However if the existing tenant introduced by ourselves remains as the tenant, a finder's fee equal to 4 weeks rental plus VAT will be charged.
- 14 Should you agree to sell the property to an existing tenant introduced by Holland Broadbridge, a commission for this sale will be payable to Holland Broadbridge upon completion of the sale equating to 1% + VAT of the selling figure.
- 15 VAT - All costs are exclusive of VAT which will be charged at the prevailing rate.