

## LANDLORD FEES

Introduction Fee:	4 weeks of the rental achieved plus VAT – this will be deducted from by two amounts over the first month and second month.
Tenant Find Only:	As above – deposit will need to be logged by the Landlord.
Management Fee:	9% of achieved rent plus VAT.
Rental to Sale:	Should anybody we introduce to you go onto purchase the property our usual fee of 1% plus VAT will be applicable on completion.

Letting Agreement between:-

Landlords Name: .....

Address of Landlord: .....

Contact Numbers/Email address.....

Address of Property to Let: .....

**And Bishop Estates Agents Ltd**

Introduction only  Managed

If we are instructed to fully manage your property for you, we will collect the rent, conduct 2 inspections per annum (any additional inspections requested by the Landlord will incur a £65 plus VAT charge per visit), deal with any maintenance issues/renew tenancy agreements for you/Issue Section 21 (notice to leave).

266 High Street, Orpington, Kent BR6 0NB [www.bishopestates.co.uk](http://www.bishopestates.co.uk)

**Landlords Requirements:**

Type of Tenant Required? Professional/Family/Couple/Students/DSS

Pets allowed: **Y/N** Smokers allowed: **Y/N**

Deposit: 6 weeks or more?

Tenancy Term: 6 or 12 months?

Fully Managed? **Y/N**

Find tenant only? **Y/N**

**Advertising**

I/We hereby authorise Bishop Estates to erect a board Yes/No and to photograph and advertise the property accordingly.

**Legal Requirements**

It is illegal to let the property until we have been issued with the current safety certificates:

**Gas Safety Regulations 1998**

I/We accept that gas appliances must be checked and found to be safe by a Gas Safe registered engineer annually. I/we undertake to ensure that the above mentioned property is inspected in accordance with the aforementioned regulations annually.

Does the property have a gas supply or any gas appliances? **Y/N**

Do you require Bishop Estates to organise a Gas Safety Certificate and provide the tenant with a copy? **Y/N**

**Electrical Equipment (Safety) Regulations 1995**

I/We hereby certify that the electrics in the property meets all safety regulations. It is good practice to have the electrics tested in between tenancy agreements or every 5 years depending on the age of the electrics.

**Furniture and Furnishings (Fire and Safety) regulations 1988**

Is the property going to be let: **Furnished or Unfurnished?**

If you are letting your property furnished, you must comply with the latest current safety regulations, it is a criminal offence not to comply.

I can confirm that the furniture to be left will comply with the current regulations **Y/N**

**Utilities**

Please provide us with the current suppliers:-

Gas .....Key/Card

Electricity .....Key/Card

Water .....Metered?

Broadband/Sky/Virgin – please provide current suppliers and make sure these are disconnected before your tenant moves in.

Any Service Contracts for Appliances/Central Heating etc.... **Y/N**

**Details.....**

**Alarm**

Please let us know if your property has a working intruder alarm/who services the alarm and the code?

**Details.....**

**Deposit**

Landlords/Agents are required to clearly state who the deposit will be lodged with – if you are managing your own property, please confirm who you will be using?

- a) Deposit Protection Service
- b) MyDeposits
- c) Tenancy Deposit Scheme
- d) Capita Tenancy Deposit Protection

**Payment details**

Please provide us with your bank details where you would like us to pay your rent to each month?

Name of Bank .....

Account Name .....

Sort Code and Account Number .....

**Indemnity**

Although the aim is to take every care in managing the property, Bishop Estates cannot accept responsibility for non-payment of rent, damage or other default by tenants, or any associated legal costs incurred in their collection.

**Cancellation Charge**

The Landlord agrees that if any administration fee is taken from the prospective tenant and the Landlord decides not to proceed with the letting of the property (excluding where the applicants fail referencing) then the Landlord must refund the tenant the full administration fee's paid, as advised by Bishop Estates and our introduction fee for the costs of advertising and time.

**Identification**

We require an up to date mortgage statement from the Landlord as proof of ownership. We also require photographic identification in the form of either a passport or driving licence.

**Declaration**

I understand the information provided is true, correct and to the best of my knowledge. I understand that the tenants deposit will be transferred to me on completion in order for me to register with the deposit scheme of my choice (refer to list), if Bishop Estates are not fully managing my property. I am happy for Bishop Estates to sign the tenancy on my behalf.

Signed ..... Date .....

Print .....

Signed by Bishop Agent .....

We look forward to receiving this form a week prior to the tenancy start date, if you have any problems completing the form, please contact us immediately. We will not be able to accept any liability for any errors in the tenancy agreement or related documents.

If we are not provided with the Gas Safety Certificate, we reserve the right to instruct our own tradesman to satisfy all parties' obligations.

266 High Street, Orpington, Kent BR6 0NB [www.bishopestates.co.uk](http://www.bishopestates.co.uk)