



### Terms & Conditions of Business

For the avoidance of doubt and for our clients' convenience, we have pleasure in setting out the Terms & Conditions form which instructions are accepted and where our fees become payable.

**Economy = One month's rent + VAT/minimum of £600.00 inclusive of VAT**      Tick If Required

1. Details & Photos, advertising on portals and in office only
2. Accompany Viewings
3. Tenant Referencing
4. File Set Up
5. Immigration Check
6. One off statement of account

Land registry checks are compulsory on each property and are charged at £5.00 +VAT each (£6.00 inclusive)

AML checks required on each individual owner charged at £20.00 +VAT each (£24.00 inclusive) annual charge.

If keys are required to be cut these are at the cost of the key plus our hourly fee of £54 +VAT (£64.80 inclusive)

#### **OPTIONAL EXTRAS**

7. Tenancy Agreement £130.00 +VAT (£150.00 inclusive of VAT)
8. Sign up of Tenancy including 'How to Rent' guide and obtaining proof of standing order set up (Additional Fee) £90.00 +VAT (108.00 inclusive of VAT)
9. Inventory 1-2bed £250.00 +VAT (£300.00 inclusive of VAT) 3-4 bed £350.00 +VAT (£420.00 inclusive of VAT) 5 bed+ £450.00 +VAT (£540.00 inclusive of VAT)
10. Final inspection 1-2bed £250.00 +VAT (£300.00 inclusive of VAT) 3-4 bed £355.00 +VAT (£420.00 inclusive of VAT) 5 bed+ £450.00 +VAT (£540.00 inclusive of VAT)

PLEASE NOTE THAT WE DO NOT COLLECT THE DEPOSIT AND THEREFORE THE LANDLORD NEEDS TO BE AVAILABLE ON THE START DATE OF THE TENANCY TO CONFIRM THEY HAVE RECEIVED THE DEPOSIT MONIES INTO THEIR ACCOUNT.

**Economy – Agreement of Understanding**

I am fully aware of the following areas of legislation and have therefore chosen to **NOT** take up the offer of a fully managed service package and agree that I will abide by the full requirements of the law. I do not need the Fully Managed service as I am fully conversant in landlord and tenant law and all the applicable legislation and fully able to remain compliant whilst keeping my tenant safe.

I also fully accept all liability in the event of me making any error in the future in relation to any of the areas of the law relating to the managing of tenancies, and remove any liability from the advising agent City and County who has advised me that the more appropriate service for me would be one of the Fully Managed options, whereby they would take on many of the legislative areas and compliance. For clarity, I have opted out of this service.

- Consumer Protection Act 1987
- Housing Health and Safety Rating System
- Housing Act 1988/2004
- Immigration Act 2016
- De Regulation Act 2015
- Gas Safety Regulations
- Electrical Safety Regulations
- Deposit Registration requirements
- Housing and Planning Act 2016
- Energy Efficiency Regulations 2015 and 2018
- Homes (Fitness for Human Habitation Act) 2018

I agree that I will be fully responsible and liable for any future requirements on me as a landlord and take full legal and financial responsibility for the (but not limited to) the above list, (not intended to be exhaustive)

**Signed by all legal owners:**

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**Print Names:**

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**Date:**

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