HARRISONS REEVE LETTINGS TERMS & CONDITIONS

PROPERTY TO BE MARKETED: ……

CLIENTS NAME: ……

CLIENTS ADDRESS: ……

TELEPHONE NUMBER: ……..

EMAIL ADDRESS: ……..

RENTAL FIGURE: ……

FULLY MANAGED

MINIMUM TERM OF TENANCY AGREEMENT: …… MONTHS

- An arrangement fee of £360 including VAT
- A monthly charge of 12% of the rent payable inc VAT.
  Based on a monthly rent of £..... our monthly commission inc VAT at 20% would be a total of £..... . Should the rent agreed be higher or lower than this our commission fee will be correspondingly higher or lower.
- If you, as Landlord, retract your agreement to let your property to applicants who have been deemed suitable by an independent referencing company, you will be responsible for £50 per reference carried out and any other costs incurred by us, the agent, prior to retraction.
- If you wish to renew the Tenancy Agreement to the same Tenant we will prepare and execute the new agreement at no additional cost provided that we continue to manage your property.

EPC:- IN PLACE / IN PROGRESS / REQUIRED

GAS SAFETY CERTIFICATE:- IN PLACE / IN PROGRESS / REQUIRED

ELECTRICAL REPORT:- IN PLACE / IN PROGRESS / REQUIRED

DATE TO COMMENCE MARKETING: - ……

We strongly recommend the landlord obtain a rent guarantee service, obtainable through Harrisons Reeve, subject to suitable references, for which Harrisons Reeve will be the policy holder, at an annual charge of £215 inc VAT. For further information on these Schemes please feel free to enquire via the office.

Harrisons Reeve shall be entitled to market the property for let for the period of ..... weeks from the date of this agreement and thereafter until termination by either party giving seven days written notice.

Due to current legislation, customers who enter into certain agreements at their property have the option to change their mind and cancel within 14 days. We understand that you wish us to take immediate steps to commence marketing your property for let, including ordering your EPC (the costs of which you are liable for).

CLIENT DECLERATION

I/We confirm that I am/we are the sole/joint owner(s) of the property named above and has/have the right to rent out the property under the terms of the mortgage or head lease. Where necessary, the Landlord confirms that permission to let has been granted by the mortgagee and the freeholder or head leaseholder. :
I/We confirm that I/We have read, understood and agree to Harrisons Reeve Lettings Terms and Conditions and authorise them to sign the Tenancy Agreement on My/Our behalf.
I/We instruct Harrisons Reeve to undertake the **full management** of the above property

I/We, the authorised Landlord/s of the Property described above confirm:

- That you have clearly explained my/our Cooling Off Rights
- That I/We wish you to take immediate steps to market the property for let
- That I/We understand and agree to the terms and conditions and additional services.

PLEASE NOTE that where there is more than one sole owner, all joint owners must sign. It is not possible for one to sign on behalf of any of the others.

Signed: __ **For and on behalf of owner**	**Name:** **(Please print)**	**Date:**
Signed: __ **For and on behalf of owner**	**Name:** **(Please print)**	**Date:**

Signed: __ **For and on behalf of Harrisons Reeve**	**Name:** **(Please print)**	**Date:**

Please sign and return one copy of this agreement together with a completed copy of the enclosed questionnaire to:

Harrisons Reeve
35 High Street
Rainham
Kent
ME8 7HS