



BOND & COMPANY LETTING ONLY SERVICE

TERMS OF BUSINESS

PROPERTY ADDRESS(ES)

	Postcode	
	Postcode	
	Postcode	

LANDLORD DETAILS

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SERVICE

The Letting Only Service will provide you with the following benefits:

- Providing a rental valuation of your property
- Local and national marketing, including a professional "To Let Board" where appropriate
- Carrying out an accompanied viewing with prospective Tenants
- Advice on the presentation and preparation of your property
- Advice on your legal obligations as a Landlord
- Considering applications from prospective tenants and (if required) guarantors in order to assess suitability
- Preparing and signing as agent on your behalf a suitable tenancy agreement in accordance with current law
- Ensuring that service suppliers details are given to the tenant (i.e. Gas, Electricity, Water rates and telephone Services, where applicable)
- Advice on insurance, i.e. rental guarantee, fire, contents, Landlords liability, etc
- Collection of the first monthly rental payment and security deposit and forwarding the balance to your chosen bank account. It your legal obligation as Landlord to submit the bond with a government approved deposit scheme within 14 days of the tenancy commencement date and supply the Tenant with the prescribed information as specified in the Housing Act 2004. All future rents are then made payable directly to yourself.

GENERAL CONDITIONS

- We provide an "Assured short-hold tenancy" which offers the Landlord a guaranteed right to repossess his property at the end of the fixed tenancy term
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- An assured short hold tenancy must be for a fixed term of at least six months. The Landlord may at any time serve two months' notice to recover vacant possession after the fixed term.
- We will charge reasonable administration fees to all tenants upon application and during the tenancy and may occasionally earn commission on services provided to our clients or introductions made
- We reserve the right to assign our rights and/or obligations under this agreement where appropriate
- Whilst the tenant will of course be responsible for their own contents insurance, it is important that the appropriate landlords buildings and contents insurance cover exists during the letting period. The agent can help arrange this for you, however it is clear that the agent cannot accept responsibility for any inadequacy of any insurance cover

LANDLORD WARRANTY / AUTHORISATION

- You confirm you are the lawful owner of the above mentioned property and that the agent is authorised to act in accordance with this agreement and sign a suitable tenancy agreement and other relating documents on your behalf
- You will supply the Tenant with a comprehensive Inventory and Schedule of Condition
- If your property has a mortgage with a Bank or Building Society, you have sought prior written approval to let the property. It is rare that permission is refused, however you should still obtain written permission in order to let your property. In cases where you are the leaseholder, you must also check the terms of the lease and if necessary obtain written permission to let the property
- You have informed your insurance company that the property is to be let, ensuring that the buildings and/or contents insurance cover remains adequate and operative.

IMPORTANT LEGAL AND SAFETY REQUIREMENTS

The Landlord agrees to comply with the following regulations at all times:

- Gas Safety (Installation and Use) Regulations 1998 which apply to all gas appliances, flues, meters and associated pipe-work in tenanted accommodation
- Electrical Equipment (Safety) Regulations 1994, the Plugs and Sockets Regulations 1994, the 2005 Building Regulation – Part P, and the British Standard BS1363 relating to plugs and sockets
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993) which set minimum fire resistance standards for domestic upholstered furniture, furnishings

and other products containing upholstery that remain in a dwelling during the course of a tenancy

- Energy Performance Certificates- From October 2008 all buildings including factories, offices, retail premises and public sector buildings - must have an “EPC” whenever the building is sold, built or rented
- Houses of Multiple Occupation-The landlord confirms that where a property is licensable House in Multiple Occupation(HMO) whether as a result of national legislation or local regulations, it has been registered as such with the local authority and that the property meets all the relevant requirements

TERMINATION

- Should you withdraw the property at the stage we have taken a holding fee from a suitable tenant, you must still pay the agreed letting fee in accordance with our terms of business
- Any evidence we receive that shows you are in breach of any regulation relating to the property (whether statutory or not) may result in 7 days notice of termination

FEES

Bond & Company’s fee for the letting service is the equivalent to one month’s rent with a minimum fee of £300.00. Should a property be let on an individual room basis, then a fixed fee of £200.00 per applicant will apply.

Where a tenant is introduced to a landlord by means of an arranged viewing, a fee will be payable if the landlord offers a tenancy to the same applicant at anytime within the following 12 month period

BANK DETAILS

Bank / Building Society:																				
Bank Address:																				
Account Name:																				
Account Number:														Sort code:						

REGULATIONS

Yes No

▪ **Protection for Landlords**

Would you like Bond & Company to arrange a Landlord insurance quote?

▪ **Regulations for Energy Performance Certificates**

Would you like Bond & Company to arrange the completion of an EPC?

▪ **Regulations for Gas Safety**

Would you like Bond & Company to arrange a Gas safety check?

▪ **Regulations for Electrical Safety**

Would you like Bond & Company to arrange an Electrical safety check?

I/ we hereby confirm that I/we have read the Terms and Conditions regarding letting the above property. I/we accept the Terms. I/ We warrant that we have title and power to enter into a tenancy agreement.

LANDLORD/S

Signed:

Print:

Date:

Signed:

Print:

Date:

Signed:

Print:

Date:

AGENT

Signed:

Print:

Date: