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**Landlord’s Signed Terms**

**Property Details**

Address

Post Code

Advertised Price £

Minimum Price £

Available From / /

**Landlord Details**

Full Name of Landlord

Home/Alternative Address

Post Code

Email Address

Mobile Number

Alternative Number

**SUMMARY OF CHARGES**

**(Please tick your option below)**

### Fully Managed

### 8% + VAT (9.6% incl. VAT) With a Finder’s Fee of HALF OF FIRST MONTH RENT with a minimum fee of £395 + VAT (£474 incl. VAT)

###  Finder’s fee is payable each time a tenant is found.

### 12% + VAT (14.4% incl. VAT) with NO FINDER’S FEE

Please note management fees do not include any professional contractor’s costs

(e.g Gas Certificates, PAT Test, EPC, Electrical Safety Cert)

### Let Only

### HALF OF FIRST MONTH RENT \* minimum fee of £595 + VAT (£714 incl. VAT)

###  £125 + VAT if a check out inventory is required (£150 INC VAT)

### N.B. All payments to landlords will have a supplementary charge of £3.95 incl.VAT. This will allow for same day payments and new payment software.

### Advertise Only

### £225 + VAT (£270 incl. VAT) with tenant referencing £300 + VAT (£360 incl. VAT)

###  £125 + VAT if a check out inventory is required (£150 incl. VAT)

**Please tick if you require any of the following:**

* Gas Certificate £65.00 Inc. ☐
* Smoke & Carbon Alarms P.O.A. ☐
* EPC £65.00 Inc. ☐
* PAT Test (If required) from £70.00 Inc. ☐
* Electrical Safety Certificate ☐

Landlord withdrawal Fee (pre tenancy) £175 Inc VAT.

Landlord withdrawal Fee (during tenancy) £300 Inc VAT.

\*Plus any certificate costs

**Bank Details:**

Name of Bank Account Name

Account Number Sort Code

**General Information:**

\*Keys Provided

\*Regency Estates must be supplied with THREE full sets of keys for the property. If they are not supplied, Regency Estates will have the required keys cut and this will be deducted from the first month’s rent. The cost of a key is between £3.00 - £5.00, if it is a special/security key then we will give a POA.

Can we erect a board at the property? YES NO

Council Tax Band

Current Utility Supplier Tariff or Pre-Payment

Location of Water Stop Cock

Do you have an alarm?

Alarm Code?

Is it under warranty?

Please provide details

Do you have Smoke Detectors (compulsory on all occupied floors)?

Do you have Carbon Monoxide Detectors?\*

Do you have landlord Insurance?

Do you employ your own tradesmen?

If yes, please list details…

**Headlease**

If applicable please send us a copy of the Headlease of the premises, as the tenant will need to be supplied a copy so that they observe all the non-financial covenants. (Mainly appliable to apartments).

**Boiler Information**

Is your boiler or any appliance under warranty or with a Homecare policy?

Boiler Policy Details (if applicable)

*N.B. We will deal directly with Companies like British Gas if we are provided with the information.*

Boiler make and model:

Are there any restrictions on the property that we should observe?

Any obligations or covenants under a lease? (e.g.: No pets in leasehold flats)

Are there any restrictions that you want to impose on the Tenants?

Would you accept? Pets?

 DSS?

Any other conditions?

REGENCY ESTATES NOR ITS EMPLOYEES ACCEPT RESPONSIBILITY FOR YOU NOT COMPLYING WITH ALL LAWS AND REGULATIONS.

**Overseas Landlords**

Will you be residing abroad YES/NO

Tax Office: Tax Reference: N.I. Number:

Have you applied to the Inland Revenue under Non-Resident Landlords Scheme to receive UK rental income with no tax deducted (Form NRL1)? YES /NO

 If YES, please provide your NRL approval number

 If NO, please ask us for this form for completion.

IF YOU RESIDE ABROAD AND DO NOT PROVIDE US WITH A NRL NUMBER WE WILL HAVE TO DEDUCT 20% FROM ANY PAYMENTS DUE TO YOU.

**Terms & Conditions**

If you terminate your agreement within 3 months before a tenant is found a fixed administration fee is payable at a rate of **£175.00 Inc. VAT** per property plus any out of pockets costs incurred i.e., EPC, keys cut etc.

If you terminate your agreement within 6 months of a tenant being found a fee of 1 months’ rent plus VAT will be incurred per property. If you terminate your agreement after 6 months, 3 months’ notice is required. A fee of £300.00 INC VAT will be incurred per property.

**By signing the agreement, I authorise Regency Estates to sign all documentation on our behalf in respect of the tenancy.**

**I understand that it is law for all deposits to be held in a secure deposit scheme and agree for Regency Estates to carry out this action, I agree to the terms and conditions set out under such schemes regarding the release of the deposit.**

***GDPR***

I give permission for Regency Estates to supply:

My information to a successful applicant, relevant information to a contractor they may assign to work on my property, my information to Tenant Shop for the purposes of appointing utility companies for the provision of gas, electric and water, Local Authority for the registration of council tax or the payment of housing benefits.

**Signature: Print Name:**

 **Date**

REGENCY ESTATES DO NOT ACCEPT RESPONSIBILITY OR LIABILITY FOR THE LOSS OF INCOME, DAMAGE TO YOUR PROPERTY OR BREACH OF THE LEASE. WE RESERVE THE RIGHT TO TERMINATE OUR POSITION AS YOU’RE LETTING AGENT AT ANYTIME.

*I hereby give Regency Estates the authority to market my property with immediate effect & agree to all the terms and conditions listed on attached sheets:*

**Print Name**

**Sign Date**

**Print Name**

**Sign Date**

**Signed by agent**

*Once you have signed this agreement you have the right to cancel within 7 days.*

