

Landlords Direct- TERMS OF BUSINESS

This Agreement is made between the Landlord of the property as named at the end of this Agreement ('the Landlord') and **One Lettings** acting as agent for the Landlord and hereinafter referred to as 'the Agent'.

(1) AGENT'S RESPONSIBILITIES

- 1.1 As soon as the Landlord has instructed the Agent, upon signing this agreement, the Agent will
 - 1.1.2 market and advertise the property in such a way as the Agent considers fit in order to find a suitable tenant as directed by the landlord – properties will be advertised until let or instructed otherwise by the landlord.
- 1.2 The Agent shall interview and select prospective tenants. This will include
 - 1.2.1 conducting a credit reference search as appropriate; and
 - 1.2.2 applying for and checking at least 2 references; and
 - 1.2.3 where applicable, obtaining references from previous landlords and their agents.
 - 1.2.4 The Agent will advise on and assist in the transfer of utility service accounts on behalf of the tenants. (Gas and Electric ONLY)

(2) LANDLORD'S RESPONSIBILITIES

- 2.1 The Landlord confirms by the signing of this agreement that he/she is the sole or joint owner of the property.
- 2.2 If a mortgage exists on the property, the Landlord must obtain the lender's consent to let.
- 2.3 If the Landlord is a leaseholder the terms of the lease must be checked and any necessary consent obtained to let.
- 2.4 The Landlord must ensure that adequate cover exists under both building and contents insurance and must inform the insurers that the property is to be let.
- 2.5 The Landlord will ensure compliance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 & 1996) with regard to minimum fire resistant standards of specified items supplied in the course of letting property, the Landlord being responsible for all costs involved.
- 2.6 The Landlord will ensure compliance with the Electrical Equipment (Safety) Regulations 1994 and other relevant legislation with regard to the condition and safety of electrical equipment and appliances in tenanted premises, The Owner being responsible for all costs involved.
- 2.7 Before commencement of the tenancy the Landlord must arrange for a GAS SAFE registered installer to carry out the annual Landlord's Gas Safety Check.
 - 2.7.1 the Landlord will ensure that all such gas appliances are thereafter checked annually by a GAS SAFE registered installer.
 - 2.7.2 The Landlord agrees to pay the Agent's fees in accordance with Clause (4) of this Agreement.

(4) FEES AND COMMISSIONS

The Landlord agrees to pay to the Agent the following fees and commissions:

- 4.1 For finding and installing a tenant the Landlord will pay the Agent a sum equivalent to £39.99. This payment must be paid in full and upfront before the commencement of the service. This fee under no circumstances is refundable.



A. Tenant Profile

I hereby authorise One Lettings to advertise my property based on the following needs,

Tenant Type (please tick as many as required)

Professional DSS/Benefits Students

Rental Amount

Minimum £ Preferred £

Deposit

Damage/Security Deposit Amount £

Pets Allowed

yes/no

Smokers Allowed

yes/no

(Please note that DSS tenants may not qualify for a damage deposit, but some tenants qualify for a damage rent bond. DSS rent payments are normally made in arrears; the first DSS rent payment usually takes 6 weeks to process. DSS payments are calculated for tenants on a weekly basis, based on a 13 month year)

B. Services Required

| Service | Required | Cost |
|---|--------------------------|---------|
| Landlords Direct Core Service | <input type="checkbox"/> | £39.99 |
| AST – Assured Shorthold Tenancy Agreement | <input type="checkbox"/> | £19.00 |
| Inventory | <input type="checkbox"/> | £19.00 |
| To Let Board | <input type="checkbox"/> | £25.00 |
| Energy Performance Certificate | <input type="checkbox"/> | £35-£55 |
| Gas Safety Certificate | <input type="checkbox"/> | £65.00 |
| Electrical Safety Certificate | <input type="checkbox"/> | £99.00 |
| Landlords Property Insurance | <input type="checkbox"/> | £ POA |

C. Getting Started Checklist

To ensure immediate marketing of your property,

1. Sign and complete this Terms of Business Form
2. Complete and Return the Property Questionnaire
3. Enclose your payment
4. Enclose or email pictures of your property to direct@onelettings.com
5. If possible enclose a spare set of keys to your property

I/We have full read and understood the above.

SIGNED: _____ **DATE:** _____
(Landlord)

SIGNED: _____ **DATE:** _____
(Landlord)

