**Appointment as Letting Agent**

I  / We  hereby appoint Letting Genie as my  / our  agent to provide the service(s) selected below in relation to the property as detailed below and subject to the terms of this agreement.

**Property Address:**

Letting & Management Service (see Terms of Business) 10% commission

Letting & Rent Collection Service (see Terms of Business) 7.5% commission

Letting Only Service (see Terms of Business) 0.5 first month’s rent

**Additional Services**

For additional services, please list your requirements below for details and a quote:

**Ownership of the Property**

I  / We  confirm that I  / we  are the sole owner(s) of the property or are entitled to lawfully let the property and receive all rental income and confirm that I  / we  fully understand the content and effect of this agreement.

**Taxation**

I  / We  declare that for the duration of the letting of the property, I  / we  shall be:

Resident in the UK for tax purposes  Non-resident in the UK for tax purposes

# Marketing and Rent

The property is to be advertised to rent at £ per month.

The minimum rent acceptable is £ per month.

A deposit of £ is required.

The property is available to rent from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on a 6  / 12  month term.

Property is to be let on a  furnished or  unfurnished basis. White goods are  / are not  included.

# Landlord’s Signature(s)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This declaration, together with the Landlord and Property Details Questionnaire and Terms and Conditions of Business and any documents referred to in them constitutes the whole agreement between the parties relating to its subject matter and supersedes and extinguishes and prior drafts, agreements, undertakings, representations, warranties, assurances and arrangements between the parties.

# Duly authorised for and on behalf of Letting Genie

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Landlord and Property Details**

Property address:

Postcode:

Approximate market value: £

Council tax band: Amount: £

**1. Landlord Details**

Full name:

Date of birth:

N.I. number:

Address:

Postcode:

Telephone (Home):

Telephone (Work):

Telephone (Mobile):

Fax:

Email:

**2. Bank Details**

Bank name:

Address:

Sort code:

Account Number:

Account name:

**3. Leasehold Property**

**Please provide the details of the freeholder/managing agents**

Name:

Contact:

Address:

Postcode:

Telephone:

Fax:

Email:

Has permission to sublet been granted? Yes  / No

Do you know of any proposed works to be carried out the building? Yes  / No

If yes, please give details:

**4. Mortgage**

Mortgage company:

Address:

Postcode:

Account number:

Has permission to let been granted? Yes  / No

## 5. Energy Performance Certificate

Do you have a current Energy Performance Certificate? Yes  / No

If yes, please email a copy of the current certificate to [enquiries@letting-genie.net](mailto:enquiries@letting-genie.net).

**6. Gas Safety Certificate (CORGI)**

Is there gas connected to the property? Yes  / No

Do you have a current Gas Safety Certificate? Yes  / No

If yes, please email a copy of the current certificate to [enquiries@letting-genie.net](mailto:enquiries@letting-genie.net).

**7. Electrical Safety**

**The law states that all portable and fixed wire electrical appliances must be tested by qualified persons and conform to the Electrical Equipment (Safety) Regulations 1994**

Has a Portable Appliance Test and / or Electrical Wiring Test been carried out? Yes  / No

If yes, please email a copy of the current certificate to [enquiries@letting-genie.net](mailto:enquiries@letting-genie.net).

**8. Furniture and Furnishings**

**The Furniture & Furnishings (Fire and Safety) Regulations 1988 (amended 1993) states that all upholstered furniture must comply with the fire resistance requirements**

Does your furniture comply? Yes  / No

**9. Meters**

Location of electricity meter:

Location of gas meter:

Location of water meter:

Location of stopcock:

Are keys required to gain access to any meters? Yes  / No

Please ensure you supply any relevant keys.

**10. Accountant**

If rental statements are to be copied to your accountant, please provide details:

Company name:

Contact:

Address:

Postcode:

Telephone:

Fax:

Email:

**11. Rental Statements**

Would you like your rental statements emailed to you? Yes  / No

Email address:

**Landlord’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Landlords Resident Overseas**

Time difference to UK:

**Under the Landlord & Tenant Act 1987, should the landlord reside outside England and Wales an address in England is required where legal notices can be served**

Address:

Postcode:

Landlord’s Representative in the UK:

Address:

Telephone (Home):

Mobile:

Telephone (Work):

Correspondence to be sent to landlord’s representative? Yes  / No

Do they have Power of Attorney? Yes  / No

Do they hold keys? Yes  / No

**If you are resident overseas do you have Inland Revenue approval to receive rent without the deduction of tax? Yes  / No**

Exemption Reference Number:

If yes, please email a copy of the approval to [enquiries@letting-genie.net](mailto:enquiries@letting-genie.net).

I  / We  confirm that should my  / our  status change during the tenancy, I  / we  will immediately notify Letting Genie of the change.

**Landlord’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Alarm**

Do you have an alarm system? Yes  / No

If yes, please give details:

Location of alarm panel:

Code number:

Alarm maintenance contractor:

Address:

Telephone:

Contract renewal date:

Who is to pay for annual maintenance? Landlord  / Tenant

Name of emergency key holder:

Address:

Telephone (home):

Telephone (mobile):

**2. Equipment at the Property**

All appliances and equipment at the property should, by law, have full instructions/manual available to the tenant. Any services contracts or guarantees should be submitted with the following information:

**Boiler/Heating system**

Make and model: Age:

Guarantee/Service contract? Yes  / No

Service contract supplier name:

Reference:

Telephone:

Service/Renewal date:

Instructions/Manual supplied? Yes  / No  If no, are you obtaining one? Yes  / No

Electrical immersion heater? Yes  / No  Electric storage heaters? Yes  / No

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Type/Model | Date of purchase | Value | Under guarantee | Period of guarantee | Instruction manual |
| Oven |  |  |  | Yes  No |  | Yes  No |
| Hob |  |  |  | Yes  No |  | Yes  No |
| Washing machine |  |  |  | Yes  No |  | Yes  No |
| Fridge/Freezer |  |  |  | Yes  No |  | Yes  No |
| Dishwasher |  |  |  | Yes  No |  | Yes  No |

**3. Maintenance**

Is maintenance to be arranged through your own contractor? Yes  / No

Contractor name:

Address:

Telephone:

Any known problems or recurring problems we need to be aware of?

**4. Keys**

|  |  |  |
| --- | --- | --- |
|  | Keys available? | How many sets? |
| Front door | Yes  No |  |
| Back door | Yes  No |  |
| Windows | Yes  No |  |
| Outbuildings | Yes  No |  |
| Meters | Yes  No |  |
| Garage | Yes  No |  |
| Communal front/back door | Yes  No |  |

**5. Utilities / Suppliers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name and Address | Account number/reference | Landlord/Tenant to pay | Current Monthly Payment |
| Council tax |  |  | Landlord  Tenant |  |
| Water |  |  | Landlord  Tenant |  |
| Gas |  |  | Landlord  Tenant |  |
| Electricity |  |  | Landlord  Tenant |  |
| Telephone |  |  | Landlord  Tenant |  |
| Broadband |  |  | Landlord  Tenant |  |
| Satellite/cable |  |  | Landlord  Tenant |  |
| Service charge |  |  | Landlord  Tenant |  |
| Ground rent |  |  | Landlord  Tenant |  |

**6. Boundaries**

Please give details of boundary fences, hedges, trees which are your responsibility to maintain:

**7. Parking**

Is there allocated parking? Yes  / No

Garage/Space number:

Location:

Are resident parking permits required? Yes  / No

If yes, please provide information of where permits can be obtained from:

Name:

Address:

Telephone:

**8. Any other special tenancy conditions of details Letting Genie should know about?**

This Landlord and Property Details Questionnaire together with the Declaration and Terms and Conditions of Business and any documents referred to in them constitutes the whole agreement between the parties relating to its subject matter and supersedes and extinguishes and prior drafts, agreements, undertakings, representations, warranties, assurances and arrangements between the parties.

**Landlord’s Signature(s)**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_