

Terms of Business (Part 2)
Landlord & Property Particulars

Landlord's Name(s) (all joint landlords) and / or Company name if applicable	
Landlord's Address (current and new if applicable)	
Telephone number(s) (mobile / work / home)	
Email address(s)	

Address of property to let	
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If appointing a representative to deal with matters on your behalf please provide their details below, we will not release any information to your representative unless we have your express permission to do so.

<p><u>Landlords Representative</u></p> <p>Name</p> <p>Address</p> <p>Contact number</p> <p>Email address</p> <p>Relationship to landlord</p>	
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If you wish to instruct 3Keys Property we can only proceed upon receipt of this agreement duly signed and the information requested in this pack. The Landlord agrees and accepts the Terms of Business and instructs the Agent to undertake the level of service indicated below at the rate in the prevailing Scale of Charges.

Level of service (Please delete as applicable)	LET ONLY	FULLY MANAGED
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The following are all obligations of the Landlord, and must be 'Yes' before the agent can begin to marketing; please delete as applicable:

The Landlord will be responsible for notifying the insurer of the Property that the Property is to be let	Yes	No
The Landlord is the legal owner of the Property, or is authorised to let the Property on behalf of the owner(s)	Yes	No
The Landlord will immediately inform the Agent if the Landlord instructs another firm to let the Property and/or if the Landlord finds other prospective tenants to rent the Property	Yes	No
The Landlord will arrange for permission from any mortgage lender and provide a copy of that permission to the Agent	Yes	No
The Landlord confirms that all soft furnishings at the Property comply with the current fire safety regulations and that all non-compliant furniture has been removed from all parts of the Property	Yes	No

Letting Requirements

Prior to allowing a tenancy to commence 3Keys Property will require the following documents on file:

- Signed Assured Shorthold Tenancy Agreement (and Deed of Guarantee if applicable)
- A valid Gas Safety Certificate
- A periodic Electrical Installation Report
- A valid EPC
- Instruction manuals for all appliances within the property
- Inventory
- Legionella Risk Assessment
- Confirmation the smoke alarms have been tested and CO2 detector in place

We are also obliged to provide your tenant with a Local Authority 'How to Rent Guide', the relevant Deposit Protection Scheme leaflet (for Fully Managed properties) and a Tenant Legionella Information Leaflet.

In order to protect your interests as Landlord, and our interests as Letting Agent we cannot allow a tenancy to proceed without the above.

Preferred Contractors

Please advise you have any preferred maintenance contractors / existing maintenance agreements in place (i.e. British Gas home care plan) and the relevant contact numbers below:

Money Laundering Regulations

We require a copy of photographic ID, proof of address and proof of property ownership from every client, on every listing.

Bank Details

My bank details for initial and ongoing payments are:

Account Holder's Name	
Bank	
Sort Code	
Account Number	

Overseas Landlords

If you reside overseas please provide your NRL1 (Non-Resident Landlord number) to enable the agent to pay your rent without deducting tax. _____

If you do not have an NRL1 the agent is obliged to deduct tax and account to HMRC on your behalf. We will charge an additional £10.00 + vat in addition to your standard management fee for this service.

Advertising

May we start providing our service within the 14 day cancellation period allowed by the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013? If you agree we can, then you will be liable for our costs incurred if you decide to cancel. (Please initial to indicate agreement)

Landlord Initials: _____

I/we confirm I/we have read and understood the Terms of Business (Part 1) Levels of Service / Scale of Charges and Legal Info.

I/we fully understand my/our obligations as Landlord and confirm the information provided herein is correct to the best of my/our knowledge. I/we further agree to the conditions laid out in Terms of Business (Part 1) and (Part 2):

Landlord 1	Name: Signature: Date:
Landlord 2	Name: Signature: Date:

Continue over page if necessary....

Note: Where more than one party is stated in this agreement as the Landlord, those parties will be jointly and severally liable for all of the Landlord's obligations contained in this agreement.

Agent	Name: Signature: Date:
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