

ACCEPTANCE OF FEES AND TERMS OF BUSINESS

I wish Redmayne Miller to undertake the following service (please tick one option only):

- FULL MANAGEMENT SERVICE** 10% +VAT (12% inc. VAT) of the gross rent due.
- LETTING ONLY SERVICE** 50% +VAT (60% inc. VAT) of the first month's gross rent subject to a minimum fee of £400 +VAT (£480 inc. VAT).

IMPORTANT NOTICE You should carefully read and understand pages 1-15 of our Terms of Business before signing this agreement.

OWNER(S) NAME(S)			
Mr / Mrs / Ms / Miss / Dr / Other	1.	2.	
First / Company Name	1.	2.	
Surname	1.	2.	
CORRESPONDENCE ADDRESS			
Address Line 1			
Address Line 2			
Address Line 3		Post Code	
EMAIL ADDRESS(ES)			
Home			
Work			
TELEPHONE NUMBER(S)			
Home			
Work			
Mobile			
OWNERSHIP DETAILS			
Freehold or Leasehold			
PROOF OF OWNERSHIP (DEEDS OR TITLE REGISTRY)			
I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Copy Enclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

FULL ADDRESS OF PROPERTY TO BE LET

Address Line 1			
Address Line 2			
Address Line 3		Post Code	

NAME / CONTACT FOR BLOCK MANAGEMENT COMPANY (IF APPLICABLE)

Full name	
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HOW IS THE PROPERTY TO BE LET

Please select one option only Furnished Part-Furnished Unfurnished Flexible

TIMINGS, CONTRACT AND PERMISSIONS

Property available from	DAY / MONTH / YEAR		
Length of let (approx.)			
Initial contract length	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other, please state:
Initial asking rent (PCM)	£	if the Rent achieved is more or less than the Initial Asking Rent, the Commission will go up and down accordingly	
Can we erect a 'To Let' board			

TYPE OF TENANTS

Delete as appropriate Yes No
 Single | Professional | Couple | Students | Sharers | Family | Children | Smoker | Pets

UTILITIES

Does rent include utilities? Yes No If yes, please specify:

ARE WHITE GOODS INCLUDED IN THE LET?

Delete as appropriate
 Cooker | Fridge | Freezer | Fridge-Freezer | Washing Machine | Dishwasher | Tumble Dryer

IS THERE ANY PARKING AVAILABLE AT THE PROPERTY?

Delete as appropriate
 On street | Permit Parking | Driveway | Garage | None | Other:

GAS SAFETY CERTIFICATE

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy Enclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ELECTRICAL SAFETY CERTIFICATE

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy Enclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SMOKE ALARMS (supply and installation as required)

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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CARBON MONOXIDE DETECTORS (supply and installation as required)

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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LEGIONELLA RISK ASSESSMENT

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PAT TESTING

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf

Yes

No

INVENTORY (to be completed by an independent Inventory Clerk)

I/We authorise Redmayne Miller to arrange for this to be completed on my/our behalf

Yes

No

ENERGY PERFORMANCE CERTIFICATE (EPC)

I/We authorise Redmayne Miller to carry out an EPC on my/our behalf

Yes

No

TENANCY AGREEMENT (this does bind you to all terms contained in the Tenancy Agreement when we sign on your behalf)

I/We authorise Redmayne Miller to sign the Tenancy Agreement on my/our behalf

Yes

No

FINANCIAL INFORMATION

BANK DETAILS (the rent is paid by BACS on the 10th – 15th of the month less any agreed deductions and fees)

Account Name

Account Number

Sort code

Bank Address Line 1

Bank Address Line 2

Post Code

DETAILS OF ACCOUNTANT / ADDITIONAL PER TO RECEIVE STATEMENT COPY VIA EMAIL (if applicable)

Mr / Mrs / Ms / Miss / Dr / Other

Company Name

Full Name

Email Address

OVERSEAS LANDLORDS (please see point 6: Overseas Residents)

Are you living abroad during the term of the tenancy?

Yes

No

If yes, please complete the following

NRL1 form obtained and completed for our Agency?

Yes

No

UK Based C/O Address Line 1

Address Line 2

Post Code

HEAD LEASE (where applicable)

Copy Enclosed

ANY OTHER INFORMATION

GENERAL INFORMATION ON THE PROPERTY

SERVICES	
Location of Water Stopcock	
Location of Gas Meter	
Location of Electric Meter	
Location of Water Meter	
UTILITY COMPANIES	
Gas	
Electric	
Water	
ALARM	
Code	
MAINTENANCE	
Service Contracts on Appliances/Boiler/British Gas Contract	
Name of Preferred Contractors and Contact Information	
I/We authorise Redmayne Miller to arrange for repairs up to £200 on my/our behalf	

Signed by all the owners of the property to acknowledge that our Terms of Business and Fees are understood and accepted.			
Name		Signed	
Name		Signed	
Date			

INDEPENDENT LETTING AGENCY

T. 01223 667 355 | E. info@redmaynemiller.co.uk | REDMAYNEMILLER.CO.UK

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