



Terms of instruction

Let only

There are three aspects to letting your property successfully: preparing the property, finding a tenant and then managing tenant and property.

If you're of a practical nature, feel you have the expertise and have the time, you may well wish to get the property ready and look after it once your tenants have moved in. Where we can help you is in finding you a suitable tenant or tenants.

Our services include

1. A full lettings valuation report and advice on rent achievable.
2. Professional photographs.
3. Erecting a 'To let' board – unless specifically instructed not to.
4. Comprehensive web portal and local marketing, as well as using our database.
5. Accompanying interested applicants on viewings at your property.
6. Negotiating any offers on your behalf with applicants and obtaining consent from both parties as to the terms of the offer.
7. Obtaining and validating tenant references. *If the references are unsatisfactory and you decide to accept the tenant, we will require an indemnity stating you have done so.*
8. Contract drafting and supply to both landlord and tenant, allowing either party to seek independent legal advice should they so wish.
9. Drawing up an inventory (at a separate cost).
10. Arranging a 'Gas Safe' engineer to provide a gas safety report prior to letting, the cost to be met by you at the time of the contractor being instructed.
11. While PAT testing of electrical items is not yet a legal requirement, we strongly recommend it is done to provide yourself and your tenants with peace of mind. There is a separate cost for this.
12. Collecting and holding the deposit paid by the tenant in a deposit protection scheme, if so required, subject to the agreed tenancy agreement and subject to there being an inventory and check-in.
13. Arranging standing orders for payment of the rent direct to your account.
14. Collecting the tenant's first month's rent before the tenancy commences.
15. Operating a secure key tagging system so a third party cannot identify to which property a set of keys belong.
16. Handing over keys and 'move in pack' to new tenants on the first day of the tenancy.
17. Renewing the annual gas safety and PAT certificates on request (at a separate cost).
18. Processing deposit deductions if agreed by both landlord and tenants at the end of the tenancy.
19. Arranging a check-out report (at a separate cost).

Landlord's responsibilities

1. To inform the Inland Revenue of your tax status, whether UK based or overseas, and to ensure the Inland Revenue has received the correct information to allow for the full balance of rent to be paid. Landlords deemed as an overseas resident without the relevant permission from the Inland Revenue being provided to Shelton Estates will be charged at source in accordance with the rate set by the tax office and laws enforced by them.
2. To ensure suitable buildings insurance is provided for the property at all times. Minimum contents insurance is strongly advised, even for unfurnished lets.
3. To arrange, or allow Shelton Estates to arrange, all relevant legally required safety checks, i.e. gas, electrical, soft furnishings, fire safety, energy performance certificate and any other precautions that are or maybe required by law, and to provide Shelton Estates with copies of all certifications.
4. To provide adequate numbers of keys for each property for each tenant.
5. To provide the tenant with adequate contact details for maintenance issues and general queries.

Condition of instruction

You (the landlord) agrees to

1. The let only fee of 50% of the first month's rent + VAT (minimum £500 + VAT) and a subsequent charge of £75 + VAT on all tenancy renewals relating to tenants introduced by Shelton Estates.
2. Pay a fee of £25 + VAT for the registration and protection of the tenant's deposit on an annual basis.
3. A fee of £250 will be payable to Shelton Estates if the instructions given to Shelton Estates are cancelled for whatever reason after the processing of a prospective tenant's application has been initiated.
4. A member of staff from Shelton Estates is authorised to sign all relevant tenancy agreements as your representative.
5. In the event the property is sold to a client or person directly or indirectly introduced by Shelton Estates, a commission of 1% of the final sale price will be due upon completion.
6. If the property is needed back by yourself for whatever reason, at least 12 weeks' notice prior to the end of any tenancy is required to allow suitable notices to be served on tenants – and to advise Shelton Estates if any other agents have been instructed.
7. While tenants introduced by Shelton Estates are in tenancy, this agreement cannot be cancelled without the written agreement of Shelton Estates.

As landlord, I accept the terms and conditions of instruction for Shelton Estates to provide a let only services for the property of:

Address of the property to be let (block caps)

..... Post code

Landlord 1 – name (block caps, please)

Signature Date

Landlord 2 – name (block caps, please)

Signature Date

On behalf of Shelton Estates – name (block caps)

Signature Date



Details / payment form

Address of the property to be let (block caps, please)

.....

..... Post code

Landlord's full name (block caps, please)

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Landlord's postal address (block caps, please)

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.....

Post code Country

Landlord's electronic contact information (block caps, please)

Home phone Work

Mobile

E-mail

Landlord's rent to be paid to (block caps, please)

Bank Branch

Sort code Account number

Name of account

