



Instruction to Let Agreement

This is an Instruction to Let agreement between Lancasters (the 'Agent') and the Landlord named below:

Property to be Let (the Property)

Address: _____ Postcode _____

Access: Empty / Occupied by : _____ Contact _____

Advertised rent £ _____ per calendar month (PCM) Available from: ____/____/____

Landlord Details (the 'Landlord', 'you')

Full Name: _____ Tel: _____

Address: _____ Postcode _____

Email: _____

Landlord I.D. *Driving Licence / Passport / Other* _____ *(take photocopy)*

Are you resident in the UK for taxation purposes? Yes / No If 'No' please see Section 33.

Alternative Contact: _____

Details of the Tenancy terms the Landlord wishes to offer:

Initial Duration:	6 months	12 months	Other: _____
Furnished:	Unfurnished	Fully Furnished	Other: _____
Allow Pets:	Yes	No	Other: _____
Housing Benefit:	Yes	No	Other: _____

Preferred Contractors:

If you have any preferred contractors please list them below and we will endeavour to use them in the first instance. If not leave it blank and we will use our selected sub-contractors:

Contractor Name	Contact Details	Trades Covered
_____	_____	_____
_____	_____	_____

3 Packages

Same Great Service

	Introduction Only	Rent Collection	Fully Managed
Market Appraisal	✓	✓	✓
Rightmove, Zoopla etc	✓	✓	✓
Full Property Marketing	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Tenant Referencing	✓	✓	✓
24/7 Online Portal	✓	✓	✓
Monthly Rent Collection	✗	✓	✓
Regular Property Visits	£25 each	£25 each	✓
Legal Notices	£60	£60	✓
Tenancy Renewals	£75	£75	✓
Maintenance Management	+20%	+20%	✓
Tenancy Agreement (AST)	✓	£75	✓
Administration Fee	✓	£25	✓
Rent Guarantee Insurance	3% of the annual rent	3% of the annual rent	3% of the annual rent
Fee:	75% of first month's rent (90% inc vat)	10% of the monthly rent (12% inc vat)	12% of the monthly rent (14.4% inc vat)

All the above fees are **plus vat** at the current rate unless otherwise stated, breakdown on page 4.

Terms of Business

Please read this whole agreement, by signing you agree to the terms and conditions listed within this agreement and hereby appoint Lancasters to market your Property until a tenancy commences and, where instructed, manage the property on your behalf until such time as sufficient notice is provided in writing by either party. Lancasters reserve the right to review our Terms of Business, including fees, between fixed term tenancies and during periodic tenancies, or at any other time if required by law. If you, the Landlord, have any questions regarding this agreement please raise them in writing prior to signing, Lancasters will be only too happy to help.

Our Services Include:

Introduction Only

- Conduct a market appraisal to advise you on the best current market price.
- Market your Property as agreed, on property websites which may include, but are not restricted to, Rightmove, Zoopla, and Primelocation.
- Written description of the Property, worded to promote its best attributes.
- Agent boards are still essential advertising. We will erect a 'Rent Me' style board at the Property.
- Fully accompanied viewings with detailed feedback.
- Receiving, processing tenant applications, applying for references and credit checks.
- Registering tenant's deposit with government approved scheme.

Lancasters' fee will be 75% of the first month's rent, minimum £450+vat, (£540 inc vat).

Rent Collection - All aspects of 'Introduction Only' plus:

- Collection of Rents monthly from the Tenants, handling any deductions and forwarding rent due to the Landlord's nominated bank account.
- Login to our secure computer system for 24/7 access to viewing updates, events and financial statements relating to your property.

Lancasters' fee will be 10% of each month's rent (+vat).

Fully Managed – All aspects of 'Rent Collection' plus:

- Regular Property visits.
- Preparation and service of legal notices as requested by you.
- Tenancy renewals as requested by you.
- Manage your Property throughout the Tenancy, including scheduling any Landlord requested statutory checks (ie gas safety) and arranging for quotations and repairs on the Landlords behalf if necessary.

Lancasters' fee will be 12% of each month's rent (+vat).

Sections 1 to 30 are relevant to all service levels, sections 1 to 37 are for Rent Collection & Fully Managed services, Sections 1 to 41 are for Fully Managed service only.

1. Energy Performance Certificate (EPC)

Before marketing your Property you must provide us with an EPC. The EPC allows the Tenant to access the energy efficiency and environmental impact of the Property. If instructed on page 3, we can arrange for a local surveyor to attend and produce the certificate, and by signing this agreement you agree to be liable for any costs involved and note that this fee is non-refundable once the report has been instructed. Further detailed information regarding EPCs is available on request.

2. Gas Safety

Gas Safety (Installation and Use) Regulations 1998 require landlords in the UK to comply with stringent safety regulations designed to protect Tenants from avoidable hazards. As a Landlord; you are responsible for the safety of your Tenants. The Gas Safety (Installation and Use) Regulations 1998 deal with Landlords' duties to make sure gas appliances, fittings and flues

provided for tenants are safe. You are responsible for the maintenance and repair of flues, appliances and pipework which you own and have provided for your Tenants use by a Gas Safe Registered engineer. You are also responsible for ensuring an annual gas safety check is carried out within 12 months of the installation of a new appliance or flue which you provide and annually thereafter by a Gas Safe Registered engineer. You must keep a record of the safety check and issue a copy to each existing Tenant within 28 days of the check being completed and issue a copy to any new Tenants before they move in. Failure to comply with these regulations may lead to prosecution with penalties of imprisonment or fines. By signing this contract you are agreeing to accept full responsibility to ensure your Property, its appliances and pipework comply with these regulations. Only where we provide our Fully Managed service, and if instructed, we will arrange for the undertaking of this gas safety inspection and upon signing you hereby agree to be liable for all costs involved.

3. Electrical Safety (Wiring)

The Landlord is required by law to ensure the Property's electrical system is safe (eg sockets and light fittings etc). At the time of print, there is no legal requirement for a specific certificate to evidence this, but the Agent strongly advises the Landlord undertakes such testing. By signing this Agreement the Landlord accepts full responsibility for ensuring that the Property's electrical wiring is safe and complies with the latest regulations.

4. Electrical Safety (Appliances)

The Landlord is required by law to ensure all appliances they supply are safe (eg cookers, kettles etc). The Agent hereby advises the Landlord to undertake Portable Appliance Test (PAT) on all such appliances. By signing this Agreement the Landlord accepts full responsibility for ensuring all supplied appliances are safe and comply with the latest regulations.

5. Legionella Disease

Landlords have a legal duty to assess and control the risk of exposure to legionella bacteria. Although at the time of print Health and Safety law does not require specific certification, landlords do have an obligation to identify and assess sources of risk, manage any risks, prevent or control any risks, and keep correct records. By signing this Agreement the Landlord accepts full responsibility for ensuring that the Tenant's risk of exposure to Legionella at the Property is minimised, and the assessment methods the Landlord uses complies with the latest regulations/guidance.

6. Smoke & Carbon Monoxide Alarms

By law the Landlord must provide a smoke alarm on each storey and a carbon monoxide alarm in rooms with a usable fireplace or woodburner. In addition to this the Agent requires carbon monoxide detectors to be fitted in any room with a gas appliance such as a boiler or gas fire. It is the Landlords responsibility to ensure these are working correctly at the commencement of the tenancy. The responsibility for this remains with the Landlord. The Agent may, but is not obliged to, install smoke and/or carbon monoxide detectors at the Property at the indicated within page 8 of this agreement, for which the Landlord hereby agrees to be financially responsible.

7. Ownership/Authority to Let

By signing this Agreement and any subsequent tenancy agreement you warrant that you are the legal owner of the Property and/or have authority to enter into such agreements, and indemnify the Agent against any loss or legal proceedings brought in relation to ownership and authority to let.

8. Consent to Let

You must obtain a 'Consent To Let' letter from your mortgage company prior to any commencement of Tenancy and we reserve the right, but are not obliged, to request a copy from you. If your Property is leasehold you may be required to obtain

written consent from them also prior to letting. It is the Client's responsibility to ensure all consents are in place. Upon signing this agreement you agree and understand that the Agent cannot be held liable for a Client's failure to obtain any required consents to Let the Property.

9. Property Insurance

It is essential that you advise your insurance company of your decision to Let the Property, as failing to do so may void your insurance. We reserve the right, but are not obliged, to request a copy of this from you. Upon signing this agreement you agree and understand that the Agent cannot be held liable for a Client's failure to obtain appropriate insurance.

10. Law of Property Act 1925

Upon signing this agreement you agree that you will advise the Agent of any easements or restricted covenants applicable to the Property you wish for us to let.

11. Marketing

We will publicly market the Property with the aim to find a suitable Tenant. Unless we receive written instructions to the contrary your Property may be advertised via a variety of mediums which may include, but not restricted to, internet property portals, local press, office promotion, email marketing, sign board at the Property, and any other advertising as the Agent should feel appropriate. Images and details of the Property may also be used by the Agents at any time for the purposes of promoting the Agent and/or their services.

12. Marketing Information

Lancasters will endeavour to advertise your Property accurately at all times, however it remains the Landlord's responsibility to ensure marketing information is correct. Landlords are advised to regularly check Lancasters' marketing material at www.Lancasters.org or by collecting a printed copy in any Lancasters branch. By signing the Agreement the Landlord indemnifies the Agent against any loss or legal proceedings relating to the Agent's marketing material for the Property.

13. Incorrect Information

As the Landlord you are required to provide correct information to us about you and the Property at all times. Should any information you provide to us be incorrect and this causes loss or legal proceedings, you agree by signing this agreement to be held liable for all costs involved as well as compensating the Agent for any losses suffered. This also includes the Landlord confirming that he/she/they are sole or joint owner of the Property and has the right to Let the Property, as well as confirmation as to whether they are a UK or Overseas Landlord.

14. HMO – House of Multiple Occupancy

Housing Act 1985 and 2004 define a Property over three or more storeys and where three or more unrelated Tenants, forming two or more households share basic amenities, pay rent as a HMO. This requires a mandatory licence as well as an electrical safety check. This legislation is complex and individual authorities have the power to set prescribed licences in addition to the mandatory permissions. Landlords are fully responsible for ensuring the Property meets necessary requirements, contacting the local authority for guidance and registering the Property if necessary. We reserve the right, but are not obliged, to request a copy from you if applicable.

15. Furniture & Furnishings Regulations

You must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1989 and 1993) which set levels of fire resistance for domestic upholstered furniture and furnishings. Any furniture within your Property must comply, and it is a criminal offence to let a Property to a Tenant with non-compliant furniture or furnishings. Should we find any furniture or furnishings in your Property that do not comply we will advise you to remove these items. Should you not remove such items, we

reserve the right to remove them and dispose of them at your expense. You can obtain a comprehensive guide to these regulations from your local Trading Standards Office. By signing this contract you accept full responsibility for ensuring that your Property's contents comply with these regulations.

16. Assessment of Property Condition

The Landlord is responsible for ensuring the Property is in a suitable condition for occupation at the start of each Tenancy. Landlords are hereby advised to instruct an independent inventory clerk to undertake a full independent assessment of the Property at the start and end of each Tenancy. In the event that the Landlord does not instruct an inventory, the Landlord themselves are responsible for checking the property and reporting any faults to the Agent (who will in turn report these to the deposit scheme) within 7 calendar days, or before the next tenancy commences, whichever is sooner. The Agent makes no inspection, before or after the Tenancy, for the purposes of assessing the Property's condition as a result of the Tenant's occupation and/or use of the Property. Any comments, verbal or in writing, regarding the Property's condition are made as a gesture of goodwill, are not a statement of fact, cannot be relied upon, and the Landlord hereby agrees not to hold the Agent liable for any such comments.

17. Tenant Fees

Fees may be taken from applying tenants for the purpose of showing their serious intentions, good faith to proceed and to protect the Agent against administrative expenses. By signing this agreement you understand this holding fee does not protect the Landlord against loss of rent due to the Tenant withdrawing or due to unsatisfactory references and the Landlord has no claim to this fee.

18. Data Protection

We may contact third parties who provide services in Property related matters to request quotations for work at your property, by signing this contract you agree that if necessary we may pass on your details to such parties in order for them to contact you. In line with the Data Protection Act 1998 we may keep your personal details on file, along with those of your Property, and reserve the right to use those details for marketing purposes associated with the Agent's company of Lightwater Property Ltd, including other trading names/styles. We will not pass your details on to other companies without your permission. Please note Tenants are entitled to the Landlord's name, Telephone number and email address, either directly from the Agent in the case of Web Only Saver, Introduction Only and Rent Collection service levels, or from the DPS 'Prescribed Information Leaflet' for Fully Managed services.

19. Discrimination

In line with the Equality Act 2012 the Agents will not tolerate discrimination of any kind toward staff, prospective/current tenants, contractors etc due to their race, gender, disability, beliefs etc. We reserve the right to dis-instruct any Landlord who we feel is failing to abide by this act, and the Agent's fee's listed under 'Termination of Contract' section below shall be payable by the Landlord. This does not affect Lease conditions such as age restrictions etc.

20. Utilities (inc Council Tax)

Once a Tenancy has commenced the Tenants are liable to register their details and set up accounts for all utilities including council tax. The Landlord is responsible for all utility bills for void periods between tenancies. The Agent does not have any dealings with utility providers unless expressed in writing for specific agreed circumstances.

21. Post

Once we have secured a satisfactory Tenant, you should advise the post office of your change of address and arrange for all post/deliveries to be redirected. It is not advisable to expect your

Tenant to be responsible for forwarding post and we unfortunately cannot accept responsibility/liability for redirection or lost post.

22. Water Act 2003

The Water Act 2003 allows your Tenant, if renting a Property for longer than six months, to apply for a water meter without your permission.

23. Inventories & Check Outs

If instructed, we will organise for an independent Inventory Clerk to conduct both an Inventory at the commencement of the Tenancy, and a Check Out at the termination of Tenancy. We strongly recommend that you have these reports prepared for every new Tenancy to help towards claims from the Deposit where necessary. Please note these reports do not include lofts and cellars, and meter readings may not always be possible to obtain. The cost of these reports will vary depending on size of the property, but will be quoted prior to instruction. The Landlord will be liable for all costs involved within this report and the fees are non-refundable once they reports have been instructed. The Agent takes no responsibility for issues arising from Landlords who wish to conduct their own Inventories and/or Check Outs. Once conducted this report will be provided to the Tenant for them to sign to show their agreement with its contents. Tenants will then be given 7 days to advise of any amendments; if a revisit is required this will be free of charge. Should the Tenant not make any amendments, the original report signed at the commencement of the Tenancy will stand. The Agent does not produce reports on the Property's condition, and any comments are made in good will and not an official assessment.

24. Tenancy Agreements

We will prepare our Assured Shorthold Tenancy Agreement (AST), of which a specimen copy is available to view in branch, to meet the needs of your Property and the Tenant. Whilst standard information is contained within this agreement, reasonable adaptations can be made to suit individual circumstances. Should you wish to renew a Tenancy and grant an extension we will continue to prepare and arrange the signing of this said extension. Providing no changes are made to the original Agreement we will produce the Agreement free of charge. However, if you wish to amend the agreement, other than those amendments compulsory by law, a fee of £75+vat (£90 inc vat) will be charged. When the standard fixed term Tenancy comes to an end, if we do not hear from you we will have no option but to change the existing tenancy into a Statutory Periodic Agreement (month by month rolling contract) where two months written notice will be required from the Landlord and one month's written notice from the Tenants in order to terminate. In order that the Tenancy Agreement is best suited to your needs it is imperative you advise us upon instruction the length of time your Property will be available for and any other relevant information including obligations or restrictive covenants under head leases or contracts. If necessary we will add this information into the Agreement and advise your Tenant accordingly. Should you opt not to use one of our Tenancy Agreements we reserve the right to check all details within your own Agreement to ensure we can satisfactory and legally manage the Property thereafter. The Agent reserves the right to refuse the use of a Landlord provided Tenancy Agreement if they feel it is not suitable, but have no obligation to ensure the legal validity or suitability of such Tenancy Agreement. It is important; if either party entering into the Agreement is unsure of their rights or require further clarification of any clauses/statements made they should consult a solicitor or gain legal advice before signing. The AST is provided by the Agent in good faith with the advice that the Landlord undertakes their own independent checks to ensure the agreement is suitable. The Landlord hereby agrees to indemnify the Agent against any loss or legal proceedings incurred as a result of, or relating to the AST.

25. Agent to Landlord communication

Communication from the Agent to the Landlord will be considered 'in writing' if sent via email. The Landlord is advised to add the Agent's email address Lettings@Lancasters.org to their email account's address book. The Agent is not obliged to send hard copies by post, if the Landlord requests these the Agent will apply a £15+vat (£16 inc vat) charge to each document.

26. Transfer of Rents/Monies

We will always aim to transfer Rent lawfully due to you directly to your preferred bank account as swiftly as possible. The Agent cannot be held liable for any loss or legal proceedings in relation to the delayed payment or forwarding of monies.

27. Rent Protection/Guarantee Insurance

Rent protection insurance is provided by a third party insurance company. Full details of the policy are available from the Agent's offices on request. The Agents are unable to accept any liability in relation to the performance/non-performance of the third party policy; Landlords are advised to assure themselves of the suitability of the policy prior to instruction.

28. Registering Deposits & Deposit Releases

In accordance with the Housing Act 2004 regarding Tenancy Deposits Protection we will submit the Tenant's Deposit to the Deposit Protection Service, The Pavilions, Bridgwater Road, Bristol, BS99 6AA. The Deposit will not be released to either party until all parties agree on how it should be disbursed. If you decide to hold the Deposit within your own scheme we will require full details to be provided including the Deposit Scheme name, address and contact telephone numbers as well as your registration details before the commencement of the Tenancy – we will not transfer the Deposit to you until we can confirm these details. You must then register this Deposit within seven days of receiving cleared funds. If you fail to complete the necessary actions within the set timescale the Tenant can take legal action against you resulting in the court ordering the Deposit is paid back to the Tenant or lodged with a scheme as well as compensation to be paid to the Tenant. Further to this you may also be unable to serve notice in accordance with section 21 of the Housing Act 1998 to regain possession of the Property until compliance with the above. We have no liability for any loss suffered if you fail to comply. Where we manage the Property our dedicated and experienced staff will assist in settling any claims in respect of the Deposit. We will obviously assist by following set procedures outlined by the DPS (The Deposit Protection Service). If there is a dispute we will allocate funds to the correct party as agreed by all in writing. Should the Landlord wish to make any deductions you will be required to submit relevant expenditure / invoices. Payment of the Deposit will be made within 14 days once this written consent is received from all parties. Should we receive notification that either party wishes to dispute the Deposit we will do our best to negotiate and resolve the dispute locally. If after 14 days of the initially notification a decision cannot be agreed we will refer the dispute to the relevant deposit scheme who will make the ultimate decision. All parties agree that they will fully co-operate with these procedures.

29. Assignment of Instruction to Let

The Agent reserves the right to assign this Instruction to Let agreement and transfer the rights contained within it, under the same terms, to a new company if required or desired. In that event the Landlord will be notified in writing to that effect and all agreed terms and conditions shall remain in place with the new company.

30. Complaints Procedure

We will always strive to provide our Landlords with the best possible service but we recognise that we are only human and you may not always be satisfied. In such cases please contact the local office, by phone or in person, so we can hopefully resolve the matter more informally – we are a friendly bunch. Failing that we would request that you put your complaint in

writing to the Manager who will advise you of our Property Ombudsman approved Complaints Procedure.

31. Financial Statements

The Agent will provide the Landlord with a secure login to an online property file where the landlord can download their own property statement at any time. The Agent will not as standard provide such statements in any other form. Should the Landlord require printed copies the agent will apply a £5 (plus vat) charge to each monthly statement.

32. Housing Benefit

The Landlord undertakes to reimburse the Agent for any claims arising from overpayment which may be made by the local authority in respect of housing benefit, or other benefit scheme paid to or on the behalf of the Tenant as Rent. This undertaking shall remain in force during the Tenancy and up to six years thereafter, whether or not the Agent continues to be engaged to let or manage the Property under this Agreement. You also understand that Tenants in receipt of housing benefit have payments made to them from the council between two and four weekly in arrears.

33. Income Tax & Non Resident Landlords

The income you receive from Letting your Property must be declared to HMRC for assessment regarding UK taxation. If you are a UK resident you may receive a personal tax free allowance applicable to your circumstances, which may be offset against your personal income. Costs of your property (repairs, Agent fees, insurance, mortgage interest costs, service charges, ground rents etc) may be deducted from any profits in order to reduce your taxation liability; Clients are advised to seek independent taxation advice from either a Chartered Accountant or HMRC directly. If you are a Non Resident Landlord (living outside of the UK for more than 6 months of the year) you can apply to HMRC for a tax exemption number (by completing a NRL1 form). Should we not receive this exemption number from the HMRC before your first Rent payment is due to you, we must deduct 20% (after management fees, contractors work etc) and will continue to do so every month after until an exemption number is received. Please note all non-residents who have signed up to either our 'Rent Collection' or 'Fully Managed' service will be liable to pay an annual fee of £100+vat (£120 inc vat) to Lancasters toward the administration costs and time involved in supplying annual information to HMRC in the form of an 'NRL Annual Return', which must be completed.

34. Arrears

Should your Tenant ever fall into arrears we will automatically adopt our arrears procedures keeping you updated as regularly as possible. This will include both telephone contact and letters to both the tenant and guarantor. The process in which we administer this may vary depending on the level of service/rent guarantee you have instructed.

35. Property Sale to Tenant

The Agent is a multi-discipline agency, handling both Sales and Lettings of property. By signing this Agreement the Landlord also appoints the Agent as selling agent should the introduced Tenant wish to purchase the Property, and agrees the Agent's fee for such an introduction will be 1.5% plus vat of the sale price, minimum £1500+vat (£1800 inc vat), payable by the Landlord on exchange of contracts.

36. Termination of Contract

You may cancel this contract within 14 days without giving a reason. Should you wish to exercise this right you will still be

financially liable for third party services instructed. Should you wish to proceed with one of Lancasters' introduced Tenants before the end of this 14 day period you hereby waive your right to cancel. Beyond the 14 day 'cooling off' period, if any party wishes to terminate this contract two months' notice will be required in writing. For both our Fully Managed and Rent Collection Services there will be a dis-instruction fee of 75% (+vat) of one months' rent, or £450 (£540 inc vat) whichever is greater, in accordance with our Introduction Only service as you will still remain with the benefit of our introduced tenant. Should there be a legitimate, sustained and enforceable breach of contract by the Agent you may terminate at no additional cost.

37. Service of Notices

If you request we serve Notice at the end of a fixed term Tenancy this will be completed free of charge. If however, circumstances dictate that a section Notice needs to be served at any other stage a fee of £48 (plus vat) will be payable by the Landlord.

38. Additional Agent Revenue

The Agent reserves the right to negotiate volume discounts or preferential rates from third party contractors or service providers which may be passed on to the Landlord or retained for the financial benefit of the Agent by way of. The Landlord hereby agrees to this and acknowledges they have freedom of choice to appoint their own contractors and additional services if they wish.

39. Maintenance and Repairs

If Fully Managed, during the Tenancy the Agent will investigate all repairs reported by the Tenant in a timely manner. We will instruct contractors should you not provide your own Preferred Contractors (Page 2) or your contractors cannot attend within a reasonable timeframe. The Landlord agrees to allow the Agent to use their professional discretion to spend up to £150+vat (£180 inc vat) per month on behalf of the Landlord in relation to repairs and maintenance without specific prior agreement. Works in excess of this sum will only be actioned with Landlord approval, unless required under our duties as Agent of Necessity. The cost of all works undertaken will be deducted from the Rent received. The Landlord agrees not to hold Lancasters responsible for any aspect of the works undertaken and agrees the contract for works remain between Landlord and contractor directly.

40. Agent of Necessity

The Landlord hereby appoints the Agent as their 'Agent of Necessity', authorising the Agent to instruct contractors on the Landlord's behalf in the case of an emergency. The Landlord hereby agrees to be liable for all costs arising from any contractor's work, and that payment for those works will be deducted from your Rent account. Should extra funds be required the Landlord will settle the payment with the Agent within 10 calendar days.

41. Property Visits

Within our Fully Managed service we will include Property visits free of charge. This will consist of a visit within the first three months of the Tenancy followed by six monthly visits thereafter. We will produce and send you a full report detailing our findings which may include repairs that need rectifying. The scheduling of such visits is not exact in relation to calendar months, and could vary by up to 14 working days either way in order to accommodate Tenant wishes etc. Additional visits, if requested by the Landlord, will be charged at £25+vat (£30 inc vat) each.

Any other questions, please ask, we are a friendly bunch ☺

Additional Recommended Services (optional)

Energy Performance Certificate (EPC)	£ 85 +vat (£102)	Yes / No
Gas Safety Certificate	£ 75 + vat (£90)	Yes / No
Electrical Safety Certificate	£150 + vat (£180)	Yes / No
Legionella Risk Assessment	£ 80 + vat (£96)	Yes / No
Smoke & CO2 detectors	£ 35 + vat (£42) each	Yes / No
Independent Inventory	See attached schedule	Yes / No

Indemnity (for the services ticked 'No' above)

I, the Landlord, hereby confirm the Agent has made me aware of my obligations in relation to the above Energy Performance Certificate, Gas Safety Certificate, Electrical Safety Certificate, Legionella Risk Assessment, and Independent Inventory. I will undertake or instruct my own safety checks as I deem necessary, and where I have selected 'No' I have declined the Agent's offer to instruct a suitably qualified persons on my behalf. I agree to fully indemnify the Agent against any loss or prosecution incurred as a result of my choices.

Sign: _____

Landlords Bank Details (So we can pay you):

Bank Name: _____

Bank Address: _____

Payee Name _____

Account No. _____

Sort Code _____

I, the Landlord, have read, understood and agree to all the terms within this agreement and hereby appoint Lancasters to market the Property:

Sign: _____

Name: _____

Date: _____

Thank you for choosing Lancasters, we appreciate it, and look forward to working with you.



Independent Inventories

Our inventories are independently prepared by an established Island based company.

The report consists of a detailed explanation of the properties internal and external condition, state and cleanliness along with listing any furniture. This will also be accompanied by a large quantity of photographs.

Inventory reports provide the evidence required should there be a need to claim from the tenants deposit at the end of the tenancy.

Without an independent inventory and check out it is less likely you will be able to claim from the tenant's deposit.

A sample inventory is available to view at our office.

Property Size	Inventory (in-going)		Check Out Report	
	Unfurnished	Furnished	Unfurnished	Furnished
1 Bedroom	£98 +vat (£117.60)	£112 +vat (£134.40)	£49 +vat (£58.80)	£63 +vat (£75.60)
2 Bedrooms	£112 +vat (£134.40)	£126 +vat (£151.20)	£63 +vat (£75.60)	£77 +vat (£92.40)
3 Bedrooms	£126 +vat (£151.20)	£140 +vat (£168.00)	£77 +vat (£92.40)	£91 +vat (£109.20)
4 Bedrooms	£147 +vat (£176.40)	£161 +vat (£193.20)	£91 +vat (£109.20)	£105 +vat (£126)
5 Bedrooms	£168 +vat (£201.60)	£182 +vat (£218.40)	£105 +vat (£126)	£119 +vat (£142.80)

The contractual agreement remains between the inventory company and the landlord directly.
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