



## Terms & Conditions

4 Marlborough Parade  
Uxbridge Road  
Hillingdon  
Middlesex  
UB10 0LR

Tel: 01895 233 761

LA - SAMPLE

**This Agreement sets out the services we provide to you and also sets out your responsibilities as the Landlord.**

Please read this Agreement carefully

If there are any parts which you do not fully understand please speak to us  
**You will be bound by this Agreement as soon as you sign & return it to us**

#### **INTERPRETATION**

"Us", "We" and "Our" means Lords Associates of London or trading names. The "Agent" or "Agents" means us. "You" means the Landlord (or the person who owns the freehold or the long leasehold of the property). The "Owner", "The Landlord" or "The Landlords" means you, as by signing this agreement you warrant that you have a proprietary interest in the Property.

"The Property" means the property or premises that is subject to these Terms & Conditions.

#### **SERVICES OFFERED AND RATES CHARGED**

We have 3 levels of service to landlords and these are detailed below with our standard costs. Whilst these services are the usual services we can and do from time to time offer a bespoke package to suit the Landlord.

##### **1. Introduction, Renewal and Continuation**

Lords Associates will market the property at the rates agreed, find a tenant/s for the time period required, arrange viewings, undertake a reference/s, complete the tenancy agreement, secure deposits and advanced rental. We will act as the link person between Landlord and Tenant until such time as the tenant moves in at which point we will hand over to both parties contact information so that they can deal with one another direct.

We retain the rights for renewal of the tenancy agreement for a further period of 2 years. This will automatically happen if the same tenant/s wish to remain in the property however if they decide to vacate then the landlord is free to either reengage us on a new contract to find new tenants or terminate our services.

The Fee for the Introduction is 10% plus VAT of the annual rental before the tenant is able to move in and upon each renewal of the tenancy the Landlord will pay a further 10% plus VAT of the annual rental and Lords Associates will complete the new agreements.

After two years of renewals the Landlord will be free to leave Lords Associates however if the tenant wishes to continue we will offer a continuation agreement. This agreement will give the landlord the same level of service as the Renewal as Lords Associates will renew the tenancy agreement but will do so for a fixed fee of 8% plus VAT.

##### **2. Introduction, Rent Collection, Renewal and Continuation**

Lords Associates will market the property at the rates agreed, find a tenant/s for the time period required, arrange viewings, undertake a reference/s, complete the tenancy agreement, secure deposits, advance rental and then the collection of rents every month. We will act as the link person between Landlord and Tenant for the duration of the contract in terms of rent collection however the tenant and the landlord will liaise directly with regards to maintenance or dilapidations.

We retain the rights for renewal of the tenancy agreement & rent collection for a further period of 2 years. This will automatically happen if the same tenant/s wish to remain in the property however if they decide to vacate then the landlord is free to either reengage us on a new contract to find new tenants or terminate our services.

The Fee for the Introduction & rent collection is 12% plus VAT of the monthly rental before the tenant is able to move in and upon each renewal of the tenancy the Landlord will pay a further 12% plus VAT of the monthly rental and Lords Associates will complete the new agreements.

After two years of renewals the Landlord will be free to leave Lords Associates however if the tenant wishes to continue we will offer a continuation agreement. This agreement will give the landlord the choice to use Lords Associates to renew the tenancy agreement and rent collection but will do so for a fixed fee of 10% plus VAT.

### **3. Introduction, Rent Collection, Management, Renewal and Continuation**

Lords Associates will market the property at the rates agreed, find a tenant/s for the time period required, arrange viewings, undertake a reference/s, complete the tenancy agreement, secure deposits, advance rental, the collection of rents every month and will also manage the property in terms of maintenance and dilapidations. We will act as the link person between Landlord and Tenant for the duration of the contract.

We retain the rights for renewal of the tenancy agreement, rent collection and management of the property for a further period of 2 years. This will automatically happen if the same tenant/s wish to remain in the property however if they decide to vacate then the landlord is free to either reengage us on a new contract to find new tenants or terminate our services.

The Fee for the Introduction, rent collection & property management is 15% plus VAT of the monthly rental before the tenant is able to move in and upon each renewal of the tenancy the Landlord will pay a further 15% plus VAT of the monthly rental and Lords Associates will complete the new agreements.

After two years of renewals the Landlord will be free to leave Lords Associates however if the tenant wishes to continue we will offer a continuation agreement. This agreement will give the landlord the choice to use Lords Associates to renew the tenancy agreement and rent collection but will do so for a fixed fee of 12% plus VAT.

#### **FIGURES IN HAND**

On rare occasions a Landlord/s may offer their property to be marketed by Lords Associates where no fixed fees to Lords Associates are agreed in advance as Lords Associates will achieve a net rental set by the Landlord/s with anything above this amount becoming the commission that Lords Associates will be paid.

This commission will then be worked out as a percentage and added to the contract along with the level of services the Landlord/s requires in return.

Where a Landlord has negotiated a figure in hand, the rent achieved over the agreed amount with the Landlord is considered as commission.

The continuation and renewal will continue at the same rate of the percentage as agreed originally.

#### **MARKETING**

We will market your Premises to inform prospective tenants of the availability of your Premises by erecting a To-Let board at the Premises and by advertising. Please notify us in writing if you have previously agreed not to erect a To-Let board with the Superior Landlord or other interested party.

#### **REFERENCES**

When a suitable tenant shows an interest in your Premises, we will:

Take a holding deposit from them to confirm their interest;

Take up references upon each applicant whenever possible. Wherever possible we will do a full guarantor reference on student accommodation.

For all other forms of rental accommodation we will do a basic credit check at no cost, Should you require further checks this will be done at a cost.

#### **RENT & DEPOSIT COLLECTION**

We will collect the Deposit and initial rental payment from the Tenant. We will then arrange for a standing order to be set up direct from the Tenant to us for future rent payments unless otherwise agreed. Payment of rent will be made on the 15<sup>th</sup> of each month to the landlord. Statements will be sent upon request.

Where you provide us with UK bank details, we use the BACS system to make payments to your account and do not charge for this service. Where we are required to make payment by alternative methods (Telegraphic Transfer, CHAPS, or cheque) we will pass on any costs incurred in doing this to you.

### **SECURITY DEPOSIT**

Lords Associates of London are a member of the Tenancy Deposit Scheme, which is administered by:

Tenancy Deposit Solutions Limited  
3<sup>rd</sup> Floor  
Kingmaker House  
Station Road  
New Barnet  
EN5 1NZ

Phone: 08717 030552  
Email: info@mydeposits.co.uk  
Fax: 08456 343403

If we are instructed by you to hold the Deposit, we shall do so under the terms of the Tenancy Deposit Scheme for a fee of £100.00 per tenancy agreement.

If you decided to hold the Deposit and the Tenancy is an Assured Shorthold Tenancy you must specify to us prior to the start of the Tenancy under which other Tenancy Deposit Protection Scheme the Deposit will be covered.

If you fail to comply the Tenant can take legal action against you in the County Court. The Court will make an order stating that you must pay the Deposit back to the Tenant or lodge it with the custodial scheme which is known as the Deposit Protection Scheme. In addition a further order will be made requiring you to pay compensation to the Tenant of an amount equal to three times the Deposit. You will be unable to serve a Section 21 Notice on your Tenant until compliance with the above conditions and the Court will not grant you a possession order. We have no liability for any loss suffered if you fail to comply.

We will hold the tenancy deposit as Stakeholder.

At the end of the tenancy covered by the Tenancy Deposit Scheme:

If there is no dispute we will keep any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or repay the whole or the balance of the Deposit according to the conditions of the Tenancy Agreement with the Landlord and the Tenant.

If, after 10 working days' following notification of a dispute to the Agent and reasonable attempts have been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit it will (subject to the below) be submitted to the ICE (Independent Case Examiner of Tenancy Deposit Solutions Ltd) for adjudication. All parties agree to co-operate with any adjudication.

When the amount in dispute is over £5,000 the Landlord and the Tenant will agree by signing the Tenancy Agreement to submit the dispute to formal arbitration through the engagement of an arbitrator appointed by the ICE although, with the written consent of both parties, the ICE may at his discretion accept the dispute for adjudication. The appointment of an arbitrator will incur an administration fee, to be fixed by the Board of Tenancy Deposit Solutions from time to time, shared equally between the Landlord and the Tenant. The liability for any subsequent costs will be dependent upon the award made by the arbitrator.

The statutory rights of either you or the Tenant(s) to take legal action against the other party remain unaffected.

It is not compulsory for the parties to refer the dispute to the ICE for adjudication. The parties may, if either party chooses to do so seek the decision of the Court. However, this process may take longer and may incur further costs. Judges may, because it is a condition of the Tenancy Agreement signed by both parties, refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision of the ICE as final and binding.

If there is a dispute we must remit to Tenancy Deposit Solutions Ltd the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you or I/we want to contest it. Failure to do so will not delay the adjudication but the Tenancy Deposit Solutions Ltd will take appropriate action to recover the deposit and discipline us.

We must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.

### **PLEASE NOTE:**

Should the Landlord choose to protect the deposit, he/she will be responsible to have all relevant paperwork signed and handed to the tenant for example the certificate, prescribed information etc

### **THE PROPERTY OMBUDSMAN LIMITED**

Lords Associates of London is a member of the Property Ombudsman. This membership provides landlords and tenants with an assurance that they will receive the highest level of customer service.



### **INSPECTIONS**

Landlords are advised to carry out regular inspections, as you know your property best. We are happy to arrange and accompany you at your request.

We may elect to carry out non-expert investigations of alleged disrepair that come to our attention as a result of inspections or via the Tenant or a third party.

It should be appreciated that any such inspection can only extend to obvious visual defects and will not amount in any way to an expert investigation or structural survey of the Premises. We cannot accept responsibility for hidden or latent defects. If, in our opinion, the occupants are not taking proper care of the Premises we will inform them.

### **THE GAS SAFETY (INSTALLATION & USE REGULATIONS) 1998**

Under the above regulations, it is the landlord's responsibility to ensure that all gas appliances and the fixed installation are maintained in good order and checked for safety at least every 12 months by a Gas Safe registered engineer.

The Landlord will provide a valid certificate prior to the commencement of the tenancy as per the legal requirements. If this is not ready we reserve the right to appoint a Gas Safe registered engineer to inspect all gas appliances and their installations and carry out any remedial works where necessary to allow the tenancy to take place.

The charge for carrying out a gas safety inspection is £95.00.

If the tenant is remaining in occupation beyond the expiry of the original certificate and Lords Associates has not received a replacement valid certificate 14 days before the expiry of that original certificate, we reserve the right to appoint a Gas Safe registered engineer to inspect all gas appliances and their installations and carry out any remedial works where necessary.

### **THE ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994**

The landlord is legally responsible for ensuring that the electrical installation and all appliances within the property are maintained in good order. The landlord will need to sign the declaration at the end of this agreement or provide a competent person to make this declaration that all appliances and circuits have been checked and are all working.

If the property is a HMO it has to be regularly certified for safety by an appropriate registered engineer at least once every 5 years and this is in addition to the landlord checks detailed above.

The checks undertaken by this engineer will need to be documented with a certificate which should be given to Lords Associates.

If the Landlord does not provide Lords Associates with a valid certificate prior to the commencement of the tenancy, we reserve the right to appoint an appropriate registered engineer to make the necessary checks and carry out any remedial works where necessary. The cost of this will be debited from the Landlords account.

Where the tenant is remaining in occupation beyond the expiry of the original certificate and Lords Associates has not received a replacement valid certificate 14 days before the expiry of that original certificate, we reserve the right to appoint an appropriate registered engineer to make the necessary checks and carry out any remedial works where necessary. The cost incurred by Lords Associates, together with an administration charge of £75 inc VAT, will be debited from the landlord's account.

### **THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015**

The Landlord is legally responsible for installing and maintaining working smoke alarms on every floor of the property as well as carbon monoxide alarms in any room with a solid fuel combustion appliance. The Landlord is also responsible for ensuring that each alarm is in proper working order at the start of the tenancy and that all checks are documented. If this is carried out by Lords Associates, it will be debited from the Landlords account.

### **FURNITURE AND FURNISHINGS (FIRE SAFETY) REGULATIONS 1988 AND (AMENDMENT) 1993**

The landlord warrants that he/she is fully aware of the terms and conditions of the above Regulations including any subsequent amendments or replacement Regulations (hereafter referred to as the Regulations). The landlord declares that all furniture presently in the property or to be included in a property to which this agreement applies, complies in all respects with the Regulations.

The landlord further warrants that any furniture purchased for the property after the date of this agreement will also comply with the Regulations for the duration of the tenancy and any Renewals.

### **ENERGY PERFORMANCE CERTIFICATE (EPC)**

All buildings in the private rented sector require an EPC. This certificate will remain valid for ten years. Landlords are required by law to obtain and make available a copy of the EPC, free of charge, to prospective tenants at the earliest opportunity and must provide the person who takes up the tenancy with a copy. Lords Associates can organize an EPC from an approved supplier at the rate of £105.

### **HMO AND LICENSES**

It is important to be aware that each local authority operates its own licensing system and some may require the landlord to hold a residential rental license before they can let out their property. If you are required to have a license and do not hold one the penalties can be significant. We therefore recommend that you check directly with your local council to ascertain whether licensing will apply, exactly what is required and to see if there are any specific restrictions such as a limit on the number of people permitted to occupy the premises. You may also need to have planning permission in certain areas in order to offer your property to rent and this should be checked with the local authority.

### **INSURANCE**

Activities relating to the arrangement and administration of insurance are governed by the Financial Services and Markets Act 2000. As a result, we are unable to arrange insurance on your behalf, to notify your insurer of claims or to complete documentation relating to those claims.

We will notify you when we believe that damage to your property has resulted from an insured risk, and will provide you with the information that you need in order to make a claim.

We will also obtain estimates for repairing the damage which can be supplied to the insurers, and arrange for the repairs to be carried out upon your instruction.

### **PERMISSIONS AND CONSENT**

The landlord warrants that consent to let from his/her mortgagees has been obtained. Where he/she is a lessee, the lease extends beyond the term that he/she proposes to let and that any necessary consents have been obtained.

Landlord has notified his/her insurance company of his/her intention to let and has obtained their agreement to extend the insurance cover on the property and its contents to cover the changed circumstances.

If the Landlord is a joint owner, he/she has ensured that all the owners are named in the tenancy agreement and that he/she is authorized to give instructions on their behalf.

As required by Section 21 of the Estate Agents Act 1979, unless specifically stated otherwise, we are not aware of any personal interest existing between Lords Associates, its employees and you as Landlord or persons acting on your behalf.

### **ANTI MONEY LAUNDERING REGULATIONS**

Lords Associates is subject to the Money Laundering Regulations 2007. As a result we will need to ask you for suitable identification and will be unable to proceed with any work on your behalf if we are unable to obtain this from you.

### **LANDLORDS RESIDENT OUTSIDE THE UK**

The Non-Resident Landlords Scheme is a scheme operated by HM Revenue & Customs (HMRC) for taxing the UK rental income of non-resident landlords. The scheme requires UK letting agents to deduct basic rate tax from any rent collected. You are considered to be non-resident if your usual place of abode is outside the UK, or you are absent from the UK for a period of more than six months.

Lords Associates must be provided with a UK residential address for service. If we are not provided with a UK residential address then we are obliged to assume that a landlord is non-resident and we will operate the provisions of the scheme. Where we do not deduct tax which should have been deducted under the scheme we are entitled to recover this money from you at a later date, along with any other costs that are imposed on us by HMRC.

Landlords who are resident outside the UK are not entitled to hold the deposit for the duration of the tenancy.

### **INDEMNITY**

The landlord undertakes to keep Lords Associates fully and effectively indemnified in respect of any claim, demand, liability, cost, expense or prosecution which may arise due to the failure of the landlord to comply fully with the terms of all the above Regulations, including any subsequent amendments thereto or replacement Regulations.

The landlord agrees to indemnify Lords Associates as agent against any costs, expenses or liabilities incurred or imposed on us, provided they were incurred on the landlord's behalf in pursuit of our normal duties.

### **COLLECTION OF RENT**

Lords Associates will collect rent in accordance with the terms of the tenancy agreement. The landlord may direct Lords Associates to stop collecting the rent by giving one month's notice in writing however no reduction will be made to the fees that have been agreed in this agreement.

Where Lords Associates collect the rent, if the rent has not been paid five days after it falls due, Lords Associates will endeavor to notify the landlord at the earliest possible opportunity, and will attempt to obtain payment from the tenant by means of telephone calls and a series of written notices.

### **ELECTRONIC DOCUMENTATION**

Contracts which have been signed electronically (whether by fax, email or website authentication) are binding and admissible in evidence. For convenience, we may ask you or any prospective tenants to sign documents electronically.

### **INVENTORY AND CHECK IN**

Where instructed, Lords Associates will arrange for an independent contractor to draw up an inventory of your property's fixtures, fittings and contents, and compile a check-in report at the start of each tenancy. The cost of these will be the responsibility of the landlord.

Lords Associates does not accept liability for losses resulting from any errors or omissions within any inventory, check-in or check-out documents that are produced by a third party.

### **TRANSFER OF UTILITIES**

Where provided with the necessary information, such as names of suppliers and utility account numbers, Lords Associates will notify existing service providers and the local authority of the tenant's liability (if appropriate) for payment of the services and council tax during the tenancy.

The utility companies and the local authority should send the relevant forms to the new occupier(s) to be completed and signed and it remains the tenants' responsibility to ensure that a new account is opened in their name. Lords Associates cannot be held liable if services are disconnected or are not transferred by the utility companies.

### **SHORT LETS/FULLY INCLUSIVE OPTIONS BY TENANTS**

Unless otherwise agreed in writing, it is the landlord's responsibility to pay for all utility bills including gas, electricity, water and council tax. It is the tenant's responsibility to pay for any telecommunication services.

### **KEY HOLDING SERVICE**

We require a set of keys in order to be able to manage your property effectively. These will be held locally in our secure system and made available to our approved suppliers or any other party authorized by you.

### **MAINTENANCE/REPAIRS UNDER THE MANAGEMENT OPTION**

We will attend to the day-to-day minor repairs and maintenance of the property and its contents. We will contact you for permission to proceed if the cost of the work exceeds £250 (or other amount to be agreed in writing). If requested, we can obtain estimates for consideration by the landlord for any major repairs or maintenance over £500 and submit them for approval prior to the commencement of the work.

However, in emergencies and where we consider it necessary, we will act to protect the landlord's interests without consultation even if the property is not under a management agreement.

### **PAYMENT OF OUTGOINGS**

We cannot undertake to meet any outgoings beyond the funds we hold. If we do not hold funds to settle an invoice, we may provide your contact details to the supplier so that they can apply to you for payment.

### **CHECK OUT AND DEPOSIT**

We will send you a copy of the check-out report together with recommendations for deductions that should be made from the deposit. In respect of deposits held for ASTs, you must finalize any further deductions with us within ten days of termination of the tenancy so that we can meet our obligations under the Housing Act 2004 and the provisions of the deposit protection scheme operated by mydeposits.co.uk which require you and us as your agent to return any undisputed deposit amount to the tenant within ten days of termination of the tenancy. Should you fail to finalize deductions with us within ten days, we reserve the right to release some or all of the deposit to the tenant. In the event of a formal dispute being raised by the tenant with mydeposits.co.uk regarding deductions made from the deposit, you agree to transfer the disputed funds to mydeposits.co.uk within ten days of being asked to do so.

Lords Associates will not accept responsibility for the failure of any item of claim which is a result of your failure to provide the necessary information to us within the requisite time.

### **MANAGEMENT WHILE THE PROPERTY IS VACANT**

During void periods, we will continue to manage the property, however, cannot be held liable for any loss and/or damage arising from fire, flood or theft. If the landlord requires supplies to be turned off or disconnected during this period, Lords Associates must receive instructions in writing and will arrange for the required contractor to attend at the landlord's expense. The landlord is also advised to contact his/her insurance company should the property be empty for longer than 30 days.

### **OUTSTANDING FEES**

The landlord agrees that, where any of Lords Associates fees and/or commission charges remain outstanding for more than seven days, Lords Associates may use any sums obtained or held on the landlord's behalf to pay the outstanding sums, including rental payments on this or any other property on which Lords Associates is instructed.

### **INTEREST**

Lords Associates fees are payable on demand, as and when they fall due. Lords Associates reserves the right to charge interest on any amounts outstanding 28 days after the fees are first demanded or become due. Interest will be charged from the date the fees become due at the annual rate of 2% above the Bank of England's base rate.

### **VAT**

All Lords Associates commission fees and any other charges are subject to VAT at the prevailing rate of 20%. If the rate of VAT is changed then the new amount will be used.

#### KEYS

Where you provide us with a set of keys (or authorise us to use keys held by another agent) we may make further copies to facilitate viewings by the instructed office and other offices where appropriate. We will not charge you for this service. Tenants normally require one set of keys for each occupant of the property (with a minimum of two sets). Where we are managing the property, we will hold a set of keys at the local office. Where we are not provided with sufficient sets to allow us to do this, we may cut additional sets and will make a charge for this service based on the type of keys required.

Lords Associates secure key tag system ensures that third parties cannot identify which property a set of keys belongs to. Therefore, in the event that keys are lost or unaccounted for, Lords Associates liability in respect of such keys and/or any locks is strictly limited to the cost of cutting a new set of keys.

#### LEGAL PROCEEDINGS

Lords Associates is not responsible for any legal steps for the recovery of rent or repossession of the property. Appearances before any Court or Tribunal will be by special arrangement and the fee for any such attendance will be £500 inc. VAT per day, or part thereof. Lords Associates will not accept service of legal proceedings on the landlord's behalf.

If Lords Associates is prosecuted due to a failing of the Landlord to undertake his/her responsibilities then all costs/fines will be paid by the Landlord and Lords Associates reserve the right to claim compensation from the Landlord for any damages caused.

#### DISCLAIMER

Lords Associates will carry out all services with reasonable care and skill. However, we are unable to guarantee the suitability of tenants, timely rental payments or vacant possession at the end of a tenancy and cannot be held liable by the landlord for such events.

#### JURISDICTION

The High Court and the County Courts of England and Wales shall have jurisdiction to hear and determine any action or proceedings in respect of this agreement.

#### AMENDMENTS

Lords Associates may change or add to the terms of this agreement (except in relation to the level of any fees due under this agreement) for legal or regulatory reasons. We will notify you if any such change will affect the service that we offer you.

#### ENTIRE AGREEMENT AND VARIATIONS

Lords Associates intends to rely upon the written terms set out in these terms and conditions. You are reminded again to read them very carefully. If you require any changes, please make sure you ask for these to be put in writing. In that way, we can avoid any problems surrounding what Lords Associates and the landlord are each expected to do.

#### WAITING AT PROPERTIES

We will try to arrange a mutually convenient time for contractors attending the Premises to undertake work on your behalf to meet the Tenant at the Premises. Where this is not possible we may be able to arrange to meet the contractor at the Premises on your behalf. We will charge a waiting time at the Premises at the rate of £35.00 per hour.

#### SERVICE OF NOTICE

Unless the Tenant voluntarily surrenders possession of the Premises it will be necessary to serve the Tenant with a valid notice to quit. The precise form of notice, length of notice and expiry date depends upon what type of tenancy has been granted. We will inform you how much notice you need to give when we forward the Tenancy Agreement to you. We recommend that you seek our advice before serving notice. We cannot be held responsible for any delay in regaining possession if you fail to give us sufficient written notice of your instruction to serve the Tenant with a notice to quit. On rare occasions a Tenant will fail to comply with a notice to quit and you will need to commence County Court proceedings to obtain a possession order.

#### WITHDRAWAL FROM AGREED OFFER

If a formal offer has been made to a prospective Tenant when we receive your notification it will not be possible to withdraw the offer if it has been accepted (even if that acceptance has not yet been communicated to us). If an Applicant agrees to accommodate your request you should expect to meet reasonable costs and expenses incurred by them.

**In the event of instructing us to proceed with the proposed tenancy and subsequently withdrawing such instructions for reasons other than acceptable references have been unobtainable, you agree to meet the costs of the expenses incurred in the sum of £600.00.**

**DECLARATION**

I/we declare that I am/we are the sole/joint owner(s) of the Freehold/Leasehold property as stated above and that prior to the commencement of the tenancy all furniture and upholstered furniture, soft furnishings, beds, mattresses, pillows and cushions (if any) supplied to the property, comply (if appropriate) with the provisions of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and (Amendment) 1993, and warrant that the property complies with the Gas Safety (Installation and Use) Regulations 1998 and the Electrical Equipment (Safety) Regulations 1994 and, the smoke and carbon monoxide alarm (England) regulations 2015

Before accepting this agreement, you should carefully read all of the terms and conditions set out in this document. It is very important that you read and understand all of the terms and conditions that will apply to this agreement before entering into this agreement. Only accept this agreement if you wish to be bound by all of the terms and conditions it contains.

**LORDS ASSOCIATES OF LONDON CANNOT RELEASE MONIES  
DUE TO LANDLORDS UNTIL WE ARE  
IN RECEIPT OF THIS COMPLETED AGREEMENT**

I/We confirm we have all pages and accept the terms and conditions. I/We instruct Lords Associates of London to act on my behalf/ our behalf for the purpose of:

LETTING OF MY/ OUR PREMISES 10%

RENT COLLECTION FOR MY/OUR PREMISES 12%

MANAGEMENT OF MY/OUR PREMISES 15%

LANDLORD TO RECEIVE £ [ ] IN HAND PER CALENDAR MONTH

Lords Associates will achieve a higher rent in order to earn commission. Any rent achieved over the agreed amount with the landlord is considered as commission.

Will you be protecting the security deposit? (Please circle) Yes No

If yes, please state the scheme name: \_\_\_\_\_

We will charge £100.00 to protect a deposit initially and £100.00 for each renewal. If you will be protecting the deposit yourself, we will require a copy of the certificate. **Protecting the deposit is a legal requirement.**

ADDRESS OF PREMISES TO LET

\_\_\_\_\_

1. Signed: \_\_\_\_\_

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

2. Signed: \_\_\_\_\_

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

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

**CORRESPONDENCE ADDRESS OF LANDLORD**

\_\_\_\_\_

Contact Details:    Mobile: \_\_\_\_\_  
                                 Home: \_\_\_\_\_  
                                 Email: \_\_\_\_\_

Landlord Bank Details for rental payments:

Bank Name: \_\_\_\_\_  
Sort Code: \_\_\_\_\_  
A/c Name: \_\_\_\_\_  
A/c Number: \_\_\_\_\_

**UTILITIES (PLEASE CIRCLE):**

**Gas:**                    British Gas                    EDF                    Npower                    Southern Electric

Other: \_\_\_\_\_

**Electricity:**                    British Gas                    EDF                    Npower                    Southern Electric

Other: \_\_\_\_\_

**Water:** \_\_\_\_\_

**Council:** \_\_\_\_\_