

Carter Mills Letting Only and Rent Collection Services

We shall visit the property and noting full particulars of the property and Landlord. Assessing the market rent of the property base on the current condition and calibre.

Accompanying all prospective tenants on the viewing of the property and advising them of details, restrictions, deposit, monthly rent and references.

Vetting tenants and obtaining the necessary references required establishing their suitability and acquiring guarantors where appropriate.

Preparing and executing the Section 21 Notice & Tenancy Agreement

Preparing and executing the Tenancy Agreement (if applicable)

Collecting the rent monthly (via standing order). Writing overdue letters etc. as required (if applicable).

We shall make payment to the landlord on or before the 14th day of each month to either the correspondence address or a bank/building society account. (Subject to rent being received to terms). We shall send a detailed invoice monthly to the Landlord to include any bills paid on behalf of the Landlord (if applicable).

We shall seek to obtain adequate sets of keys; four sets must be made available prior to any tenancy commencement.

We shall issue Section 21 notice requiring vacant possessions when appropriate. (see our full terms and condition)

We recommend that all Gas and Electrical installation and equipment be fully certified.

We require the property to have an Energy Performance (EPC) certificate.

We will charge an additional fee of 4% of yearly rent for renewing tenancy after 12 months.

Our fees for letting only are **6%** of Yearly Rent.

Our fees for Rent Collection - **10%** of the monthly rent due.

Our fees for Management are **12%** of the monthly rent due.

Please confirm the following details.

1. *Whether you own title solely or jointly and if jointly, with whom?*
2. *Whether you own the freehold or leasehold title.*
3. *The name and address of your Bankers and your account number.*
4. *Your forwarding addresses and telephone number.*
5. *Your insurer's name and address and policy number (both house and Contents).*
6. *Your Solicitor's name and address.*
7. *Your Builder's name and address.*
8. *Any other information which you may consider relevant, including Special circumstances or requirements.*

Carter Mills Ltd Property Services

I/We agree to the above terms and conditions for Letting and Rent Collecting.

Sign Dated.....

Print Name.....

Sign Dated.....

Print Name.....