

# terms of business

Terms and conditions for property rentals

Property address:

4 Market Street, Launceston, PL15 8EP

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## Terms of Business

This agreement is made between the Landlord of the Property (as named at the end of this Agreement) and Athelstans who agree to act as sole agent for the Landlord for letting and managing the Tenancy and are hereinafter referred to as 'the Agent'. The purpose of this document is to set out clearly and concisely the extend of the letting and management service offered, and the scale of the fees charged.

The terms of the Agreement set out in this document will constitute a binding legal contract and by signing the Agreement you agree to comply with the terms and conditions below. If you are unsure of your obligations under this Agreement, then you are advised to take independent legal advice before signing. This Agreement is set out to comply with the requirements of the Provision of Services Regulations 2009 SI 2999.

Athelstans provides a tenancy management service to owners wishing to let out their property. The standard fee for the management is taken as a percentage of the gross rents due for the period of the tenancy and a set-up fee will normally be levied at the out-set for taking references and arranging the tenancy.

### The Tenancy Management Service includes:

1. Advising as to the likely rental income
2. Advertising and generally marketing the Property
3. Interviewing prospective tenants and taking up full references including a credit reference, employer reference (or equivalent to confirm income) and landlord reference (should the prospective tenant have rented before). Where necessary, additional security would be requested by means of a guarantor. In cases where a company occupies as the tenant, a bank reference or credit check will be taken
4. Providing a suitable tenancy agreement for the Property
5. Liaising with a Landlord's mortgagees where necessary with regard to references and tenancy agreement
6. Carrying out the initial 'Right to Rent' checks in accordance with the Immigration Act 2014
7. Production of the Inventory and Schedule of Condition
8. Taking a deposit from the Tenant, dealing with this deposit under the requirements of the chosen deposit protection scheme until the end of the tenancy when the Property have been checked for unfair wear and tear and handling any termination issues with the Tenant and the deposit scheme provider

8. Collecting the rent monthly and paying over to the Landlord monthly (normally within 3 working day of collection) less any fees or expenses due or incurred for the period. Payments will be made by direct bank transfer and a detailed rent statement will be forwarded to the Landlord
9. Arranging with service companies (electricity, gas, water and Council Tax) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each tenancy
10. Regular inspections of the Property are carried out on a quarterly basis. Responsibility for and management of empty property is not included
11. Co-ordination of repair or maintenance including arranging for tradesmen to attend the Property and obtaining estimates where necessary, supervising works and settling accounts from rents received
12. Making payments on behalf of the Landlord from rents received for costs in managing the Tenancy
13. Carrying out a full property inspection and inventory check at the end of the tenancy and, if necessary, preparing and agreeing a schedule of costs relating to any damage or unfair wear and tear prior to releasing the deposit

## Scale of Fees

(all fees are inclusive of VAT)

### Services:

#### Tenancy Management:

12% of rent due (10% + VAT) plus £500 (£416.67 + VAT)  
Points 1 to 14 of the Tenancy Management Service

#### Introduction Only:

£450 (£375 + VAT).

Points 1 to 3 of the Tenancy Management Service

### Additional Charges:

The below are included in the Tenancy Management Service. If you have selected Introduction Only, the following additional services are available should you have need of them:

**Tenancy Agreement:** £100 (£83.33 + VAT)

**Inventory and Schedule of Condition:** £150 (£125 + VAT)

**Registration of Deposit:** £60 (£50 + VAT)

**End of Tenancy Inspection & Deposit Return:** £150 (£125 + VAT)



## Terms of Business

### 1. General Authority and Management Services

#### 1.1 General Authority

The Landlord confirms that they are the sole or joint owner of the Property and has the right to rent out the Property under the terms of mortgage or head lease. Where necessary, the Landlord confirms that permission to let has been granted by the mortgagee and the freeholder or head leaseholder, and that the Landlord agrees to comply with any mortgage or Headlease conditions. Where the Property is subject to a mortgage or Headlease, the Landlord shall supply the Agent with details of any Headlease or mortgage conditions that may affect the letting of the Property.

The Landlord authorises the Agent to carry out the various usual duties of tenancy management including those listed in items 1-14 of the Tenancy Management Service detailed in this document. The Landlord also agrees that the Agent may take and hold deposits and comply with the requirements of any tenancy deposit scheme that may apply to that deposit.

#### 1.2 'Introduction Only' service

Where the Landlord does not wish the Agent to undertake tenancy management, the Agent can provide an 'Introduction Only' service. The Introduction Only service includes only items 1-3 of the Tenancy Management service. The Landlord will remain responsible for all other aspects of the letting including the maintenance of the property and any gas and electrical appliances. The Landlord would remain responsible for complying with the Deposit protection requirements of the Housing Act 2004 and must provide the Agent with written confirmation of this. The Introduction Only fee is payable at the commencement of the tenancy and will be deducted from monies received by the Agent on the Landlord's behalf. If the Tenant leaves prior to the end of the term of the tenancy the Landlord shall not be entitled to reimbursement of any fees paid.

#### 1.3 Referencing

The Agent will carry out referencing checks on any prospective tenant, which would normally include a credit check, employment reference and landlord reference. This may be carried out by the Agent themselves or through a third-party referencing supplier. The Agent will make reasonable endeavours to select good tenants with appropriate references who are capable of meeting the monthly rental payments. However, the Agent will not be responsible where fraudulent or incorrect information has been provided by applicants and the Agent has no reason to believe the information to be fraudulent or incorrect. Where a third-party referencing supplier report shows the applicants to be suitable tenants and the Agent has reviewed the report with the Landlord and has no reason to believe that the information is incorrect or has been fraudulently supplied the Agent will not be liable for any default by the Tenant.

### 2. Liability for Tenant Default

2.1 Although our aim is to take care in managing the Tenancy, the Agent cannot accept responsibility for non-payment of rent, damage, or other default by tenants, or any associated legal costs incurred in their collection where the Agent has acted correctly in terms of this Agreement, or on the Landlord's instructions. An insurance policy is recommended for this eventuality.

### 3. Agent Remuneration

3.1 The Landlord agrees to pay the management or service fee at the applicable percentage above for the service level they have selected. This fee applies once a Tenant is Introduced to the Property by the Agent and the Tenant enters into a Tenancy Agreement.

3.2 The Landlord agrees to repay the Agent for any costs, expenses or liabilities incurred or imposed on the Agent provided that they were incurred on behalf of the Landlord in pursuit of the Agent's normal duties and within the scope of the authority given by this agency agreement. To assist the Agent in carrying out his duties effectively, the Landlord agrees to respond promptly with instructions where necessary to any correspondence or requests from the Agent.

3.3 Where this agreement is cancelled under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (or other consumer contract legislation) the Landlord agrees to repay any reasonable costs incurred by the Agent in carrying out his duties before the cancellation of the contract (see clause 15.6).

3.4 The Landlord agrees to indemnify the Agent for any loss, damage, penalty or fine (whether civil or criminal) or associated cost suffered as a result of the Agent providing services to the Landlord, except where this is attributable to the negligence of the Agent.

3.5 The Landlord agrees that any work carried out by the Agent for the Landlord beyond that set out in the Agreement, which is within the scope of the Agent's general authority, will be charged at the hourly rate of £100 (including VAT).

### 4. Maintenance

4.1 The Landlord agrees to provide the Property in a good and lettable condition and that the Property, and all soft furnishings conform to the current fire safety regulations. The Landlord agrees to make the Agent aware of any ongoing maintenance problems. Subject to a retained maximum expenditure limit of £250 (in any single monthly accounting period without prior reference to the Landlord) on any single item or repair, and any other requirements specified by the Landlord, the Agent will administer any miscellaneous



maintenance work that needs to be carried out on the Property.

**4.2** For expenditure in excess of the agreed expenditure limits, the Agent would normally request authorisation in advance, although it is agreed that in an emergency or for reasons of contractual or legal necessity where reasonable endeavours have been made to contact the Landlord, the Agent may reasonably exceed the limit specified. By law, it is necessary to carry out an annual gas safety check on any gas appliances and flues to ensure that all gas appliances, flues and associated pipework are maintained in a safe condition. The Agent will carry this out on the Landlord's behalf and expense and administer the necessary inspection and maintenance records. The reasonable costs involved will be debited to the Landlord's account.

**4.3** Where the Agent is required to co-ordinate repair and maintenance work on behalf of the Landlord, the Agent will not be responsible for any negligence, damage or breach of contract by any contractor employed in this way unless this loss arises as a result of the Agent's own negligence or breach of contract.

## **5. Overseas Residents**

**5.1** When letting property and collecting rents for non-UK resident landlords (NRL) i.e. landlords living overseas, the Agent is obliged by the Income Tax Act 2007 and the Taxation of Income from Landlord (Non-Residents) Regulations 1995 to deduct tax (at the basic tax rate) to cover any tax liability, unless the Landlord has been authorised in writing by HM Revenue and Customs (HMRC) to receive rent gross.

## **6. Council Tax**

Payment of the Council Tax will normally be the responsibility of the Tenants. However, Landlords should be aware that where a property is empty, let as holiday accommodation, or let as a house in multiple occupation (HMO) responsibility for payment of council tax then rests with the owner of the Property.

## **7. Services**

The Agent will use reasonable endeavours to take meter readings at each change of occupation in the Property and, where necessary, inform the service companies (electricity, gas and water) of these readings and change of occupation. In many cases, the service companies (e.g. BT) require that the new occupiers formally request and authorise the service and it is not possible for the Agent to do this on the Tenant's or Landlord's behalf. Regarding mail, Landlords should take care to inform all parties of their new address; it is not always possible to rely on tenants to forward mail.

## **8. Inventory**

The deposit protection schemes established under the terms

of the Housing Act 2004 require that all landlords need to be protected by good inventory and conditions reports from the outset. The Agent will prepare an inventory for the Property. The standard Inventory will include all removable items in the Property (except those of negligible value) plus carpets, paintwork, wall coverings, curtains, mirrors, sanitary ware and other articles that, in the opinion of the Agent, need regular checking. Landlords should not leave any removable articles of substantial value in the Property without prior arrangement with the Agent. The Inventory will include a full schedule of condition (condition, colour and decoration of ceilings, walls, doors etc). Please note loft spaces are not included in the Inventory.

## **9. Tenancy Agreement**

The Tenancy Management service includes the preparation of a tenancy agreement in the Agent's standard form. It is agreed the Agent may sign the tenancy agreement on behalf of the Landlord.

## **10. Notices**

The Agent will, if instructed, serve the usual legal notices on the Tenant in order to terminate the tenancy, increase the rent, or for any other purpose that supports the good management of the Tenancy, or the timely return of the Deposit at the end of the tenancy.

## **11. Holding Deposit**

A holding deposit is generally taken from a tenant applying to rent a property. The purpose of the holding deposit is to reserve the property and to verify the Tenant's serious intent to proceed, and to protect the agent against any administrative expenses (taking out references, conducting viewings, re-advertising) that may be incurred should the tenant decide to withdraw the application. The holding deposit does not protect the Landlord against loss of rent due to the Tenant deciding to withdraw, or references proving unsuitable although early acceptance of rent from the applicant would not be advisable until satisfactory references have been received. Landlords should notify the Agent where they wish insurance to be undertaken to protect against loss of rents. The fee is not a tenancy deposit until it is transferred on the establishment of the tenancy.

## **12. Tenancy Deposits**

### **12.1 Deposits**

A Tenancy Deposit will be payable by the Tenant upon signing the Tenancy Agreement in addition to any rents due. The purpose of the Tenancy Deposit is to protect the Landlord against losses (including unpaid rent) or damage to the Property during the Tenancy itself.

### **12.2 Statutory Tenancy Deposit Protection**

Where the Tenancy is an Assured Shorthold Tenancy, the Landlord or Agent is legally required to ensure that any



Tenancy Deposit taken under the Tenancy is protected with one of three statutory tenancy deposit schemes within 30 days of receipt and comply with the rules of the scheme. The schemes are 'The Deposit Protection Service' (DPS), 'My Deposits' and 'Tenancy Deposit Scheme' (TDS).

### 12.3 Tenancy Deposit Information

Where statutory deposit protection applies to a tenancy deposit, the Landlord or Agent is legally required to provide to the Tenant and any other Relevant Person, within 30 days of receipt of the Deposit, the Prescribed Information required under the Housing Act 2004.

### 12.4 Agent Deposit Protection

Where a Tenancy Deposit has been received by the Agent and not passed to the Landlord, the Deposit will be kept in a separate and secure Client Account ready for refunding (less any charges due) at the end of the Tenancy or forwarded to one of the Government regulated deposit schemes listed above. The Agent will also provide the Tenant and any other Relevant Person with the Prescribed Information. The Landlord agrees that the Agent may use information given, including information about the Landlord, for the purposes of performing the Agent's obligations to the Landlord and supply such information as is reasonably required to the scheme.

### 12.5 Landlord Deposit Protection

Where the Agent is providing the Introduction Only service without Deposit protection it will be the Landlord's responsibility to protect the Deposit, as required by law. A valid notice seeking possession under Section 21 of the Housing Act 1988 cannot be served on a Tenant whose Deposit is not protected unless the Deposit has been returned to the Tenant or court proceedings relating to the return of the Deposit have been disposed of. A Tenant or any Relevant Person may apply through the courts for compensation of at least the amount of the Deposit, and up to three times the Deposit, where the Landlord (or someone acting on the Landlord's behalf) has failed to protect the Deposit, failed to provide the Prescribed Information or failed to comply with the initial requirements of the authorised scheme.

### 12.6 End of Tenancy

Where the Agent has protected the Deposit on behalf of the Landlord the Agent will liaise with the Landlord at end of the tenancy to ascertain what (if any) deductions will be made from the Deposit and liaise with the Tenant regarding any deductions. The Agent will assist in resolving any dispute between the Landlord and the Tenant and arrange for the return of the Deposit to the Tenant less any deductions agreed. Where the Deposit has been protected in one of the statutory tenancy deposit schemes and a dispute cannot be resolved the matter will be referred for adjudication under an Alternative Dispute Resolution (ADR) process within the scheme. The Landlord authorises the Agent to pay the scheme as much of the Deposit as the scheme requires the Agent to

send. The Agent will contact the Landlord to keep him informed, but the Agent will not need to seek the Landlord's further authority to send the money to the scheme.

**More information on the requirements of the deposit protection schemes is available on the following website and Landlords are strongly urged to familiarize themselves with their legal responsibilities: <https://www.gov.uk/tenancy-deposit-protection>**

## 13. Inspections

**13.1** Under the Tenancy Management Service, the Agent will make reasonable endeavours to carry out inspections quarterly. Such inspections do not constitute a formal survey of the Property, nor will the Agent check every item of the Inventory at this stage. The inspection is concerned with verifying the good order of the Tenancy (i.e. house being used in a 'tenant-like manner') and the general condition of the Property. This would normally include inspecting the main items (carpets, walls, cooker, main living areas and gardens) to the extent that they are visible to the Agent without moving the Tenant's possessions.

**13.2** Following the departure of Tenants, a Final Inspection of the Property is carried out by the Agent. Testing of all the electrical appliances, heating system and plumbing is not feasible during this inspection; a qualified contractor should be appointed for this purpose should it be required by the Landlord. The Agent will endeavour to report any apparent deficiencies or dilapidations to the Landlord (and, if appropriate, to the relevant tenancy deposit scheme administrator) together with any recommended deductions or replacement values.

## 14. Tenancy Deposit Disputes

The Agent will attempt to resolve any deposit disputes between the Landlord and the Tenant by negotiating with the Tenant on behalf of the Landlord. Where the Deposit is subject to statutory tenancy deposit protection and a dispute cannot be resolved between the parties, then it will be necessary to submit the claim to the tenancy deposit administrators for adjudication under an alternative dispute resolution (ADR) process or to take to Small Claims action in the County Court.

## 15. Termination

### 15.1 Termination of Agency Agreement

This Agreement may be terminated by either party by way of two months' written notice.

### 15.2 Serious Breach of this Agreement

The Landlord or the Agent may terminate this Agreement on fourteen days' notice if there is a fundamental breach of the agreement, and the other party does not remedy the



fundamental breach within those fourteen days. Discrimination against any applicant, tenant, employee or sub-contractor of the Agent for gender, race, age, disability, religious belief or sexual orientation may constitute a fundamental breach.

### 15.3 Termination if the Agent has not secured a Tenant

If the Agent has not secured a Tenant after six weeks of the appointment the Landlord may terminate this Agreement on one week's notice.

### 15.4 Minimum Fee

The Minimum Fee applies if on termination the total fees due are less than then Minimum Fee. Where cancellation of this Agreement is unavoidable due to circumstances beyond the control of either party, the Minimum Fee will not apply and any pre-payments will be returned to the person entitled to them, less any expenses reasonably incurred to the date of cancellation.

The Minimum Fee will also apply and be payable if the Agent introduces a Tenant to the Property who finds the Property as a result of the Agent's marketing efforts, or the Tenant is otherwise introduced to the Property during the Agent's period of sole agency, and enters into a Tenancy Agreement or tenancy for the Property irrespective of whether or not the Tenancy is finalised by the Agent and whether or not the Agent is the effective cause for the introduction or Tenancy.

The Minimum Fee is £950 (including VAT).

### 15.5 Tenancy Agreement

The Landlord shall provide the Agent with any requirements for return and repossession of the property at the earliest opportunity. Landlord's should be aware that any Tenancy Agreement entered into on the Landlord's behalf is a binding legal agreement for the term agreed. Details of any Tenancy Agreement being entered into will be communicated to the Landlord as soon as possible. Landlords should be aware that the legal minimum notice period to tenants under assured tenancies is generally two months (should the contract allow for early termination) and this needs to be given even in the case of a fixed term tenancy which is due to expire.

### 15.6 Agreements signed away from the Agents office

Where the Landlord is a consumer (being an individual acting wholly or mainly outside of their own trade or business) and this Agency Agreement is signed:

- at a place which is not the Agent's office;
- at the Agent's offices but following a meeting between the parties away from the Agent's offices; or
- without meeting face to face at all.

The landlord has a right to cancel under consumer protection legislation within 14 days ('a cooling off period') of the date of this Agreement. A cancellation notice is available on request.

Where the Landlord waives his right to cancellation (see clause 26) by agreeing to the Agent carrying out works immediately following the date of this agreement he will be responsible for any reasonable costs incurred by the Agent in carrying out their duties if the Landlord cancels this contract during the 'cooling off' period

### 16. Sole Letting Rights

The Landlord appoints the Agent as sole agent for the marketing, letting and/or aspects of the management of the tenancy depending which service is agreed. If the Landlord lets the Property during the appointment of the Agent under this Agreement the Landlord might become liable to pay both commissions to both Agents. It is agreed that only the Agent may let the property on behalf of the Landlord.

### 17. Safety and Energy Performance Regulations

17.1 The letting of Property is now closely regulated with respect to consumer safety. The law makes particular demands regarding the safety, servicing and inspection of the gas and electric appliances and installations within a property, and with respect to the safety of furniture and soft furnishings provided.

17.2 The Landlord confirms that they are aware of all these obligations and that the Agent has provided sufficient information to assist with compliance. It is agreed that the Landlord shall ensure the Property is made available for letting in a safe condition and in compliance with the above regulations. Under the Tenancy Management service, the Agent shall ensure that all relevant equipment is checked at the beginning of the tenancy and maintained during the tenancy as required, and that appropriate records are kept. The Landlord agrees to repay the Agent's costs incurred including any expenses or penalties (whether civil or criminal) that may be suffered as a result of non-compliance of the Property to fire and safety appliance standards

17.3 Where the Landlord has duties in regard to the prevention of legionella and the inspection of domestic-type water systems, it is agreed that the Landlord shall be responsible for the maintenance of the water system and any associated safety checks under these duties. The Landlord confirms that they are aware of these duties and that the Agent has provided sufficient information to assist with compliance

17.4 Landlords must ensure that a valid Energy Performance Certificate (EPC), where required, is made available free of charge to any prospective tenant at the earliest opportunity and in any event no later than whichever is the earlier of:

- (i) the first time the landlord makes available to the prospective tenant any written information about the building; or



(ii) at the time which the prospective tenant views the building

Where the Landlord does not have a valid EPC for the Property the Agent will obtain this and the Landlord will reimburse the Agent for the full cost of arranging this

**17.5** The Landlord must ensure that a Gas Safety Certificate, where required, is provided to the Tenant prior to their occupation of the Property. Where the Landlord does not have a valid Gas Safety Certificate for the Property the Agent will obtain this and the Landlord will reimburse the Agent for the full cost of arranging this

#### **18. Instructions**

It is agreed that any instruction to the Agent from the Landlord regarding termination, proceedings, major repairs, payment or other significant details regarding the letter be confirmed to the Agent in writing.

#### **19. Fees and Value Added Tax**

All fees stated are inclusive of VAT and will be deducted from the client's account as they fall due. Management fees are based on a percentage of the actual rental fee. For example, a property rented at £1000 per calendar month will incur a monthly management fee of £120 where the fee is 12%. Should the rental be higher or lower the fee will be correspondingly higher or lower.

#### **20. Insurance**

The Landlord shall be responsible for the Property being adequately insured and that the insurance policy covers the situation where the Property is let.

#### **21. 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 the Department of Work and Pensions with respect to Universal Credit), or other benefit scheme, paid to or on behalf of the Tenant(s) as rent. This undertaking shall remain in force during the currency of 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.

#### **22. Legal Proceedings**

If the Agent is collecting the rent from the Tenant and rent is outstanding for 7 days after it becomes due the Agent will notify the Landlord promptly and use its reasonable endeavours to obtain payment from the Tenant over the following 28-day period. At the expiry of that 28-day period the Agent will offer general advice on the next steps to be taken but cannot undertake legal proceedings on the Landlord's behalf and cannot accept any liability for rent arrears or breaches of the Tenancy Agreement. If the Landlord wishes to appoint a solicitor, he may do so at his sole cost.

#### **23. Immigration**

It is agreed that the Agent will carry out any checks required under the Immigration Act on the proposed Tenants and any permitted occupiers at the start of or prior to the commencement of the Tenancy and any follow up checks where the Tenant has a limited right to rent. The Agent's responsibilities for such checks will only extend to the duration of this Agreement and at the termination of this Agreement the Agent will transfer the status evidence to the Landlord and the responsibility for maintaining immigration status checks will return to the Landlord.

#### **24. Complaints**

Where the Landlord is unsatisfied with any service provided by the Agent, he should contact the Agent in the first instance to try to resolve matters. The Agent has an in-house complaints policy which must be followed. The Agent is a member of the Property Redress Scheme and where the Landlord is unsatisfied with the way the complaint has been handled, he may refer the matter to the scheme for a further decision, details of which are available upon request from the Agent.

#### **25. Keeping Records and Data Protection**

The Agent agrees to comply with data protection regulations and not to divulge any personal details of the Landlord or Tenant to any other third party or organisation without prior approval unless this is necessary to comply with a statutory obligation. The Agent will make every effort to keep such information safe and secure and will keep copies of agreements and other documents in relation to the tenancy for the period of the tenancy and for one year from the expiry of the tenancy (for the Introduction Only service – records will be held for one year from the commencement of the Tenancy). The Agent will keep copies of all financial information for seven years.

The Landlord undertakes to comply with data protection regulations and not to divulge any personal details of the Tenant to any other third party or organisation without prior approval unless this is necessary to comply with a statutory obligation. Where the Landlord processes and stores any personal details of the Tenant (for example, where the Agent is instructed on an Introduction Only basis and the Landlord is managing the Property) the Landlord is required to provide the Tenant with a privacy notice of how their data will be processed or used by the Landlord. The Landlord is also required to ensure that any data held is adequate, relevant, and not excessive for the purposes for which it is processed and is accurate and kept up to date. Data should not be kept for longer than necessary and should be deleted or shredded appropriately when no longer required.

#### **26. About this Agreement**

No amendments or variation to this Agency Agreement will have any contractual effect unless agreed by the parties in writing. This Agreement shall be governed by and construed



in accordance with the laws of England and Wales, and each of the parties submits to the exclusive jurisdictions of the courts in England and Wales.

This Agency Agreement constitutes the entire written agreement between the parties and supersedes any previous agreement, discussion, correspondence or understanding between the parties but this will not affect any obligations in any such prior agreement which are expressed to continue after termination. If any part of this Agreement is held to be void or unenforceable it will be severed from the Agreement and the remainder of the Agreement will continue in force to the fullest extent possible.

The terms and conditions of this Agreement may be varied by the Agent, but only with two months' prior written notice.

By signing this agreement the Landlord consents to the Agent carrying out marketing work immediately (prior to any right of cancellation period – see clause 15.6) and that their contact details and relevant information may be shared with trusted third parties as necessary (the Agent will not share any personal information with third party organisations for marketing purposes).

Clients should carefully read and understand the above terms of business before signing.

**Agent Details**

**Name of Business:** Athelstans

**Address:** 4 Market Street  
Launceston,  
Cornwall, PL15 8EP

**Telephone Number:** 01566 818180

**Email Address:** enquiries@athelstans.co.uk

**Redress Scheme:** Property Redress Scheme (PRS)

**VAT Number:** 241 322 060

**Professional Liability Insurance:** Hiscox

**Instruction**

I wish the Agent to undertake the following service:

- Tenancy Management
- Introduction Only

I would like the Agent to undertake the following additional services:

- Tenancy Agreement
- Inventory and Schedule of Condition
- Registration of Deposit
- End of Tenancy Inspection and Deposit Return
- None of the additional services above are required

**Full Name of Landlord(s)**

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**Full Address of Landlord(s) (Required)**

.....

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**Phone Number of Landlord(s) (Required)**

.....

.....

**E-mail of Landlord(s) (Required)**

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## Bank Details

Bank:

Bank Address:

Sort Code

Account No:

Account Name:

Signed by the Client:

Signed by the Company:

Date:

4 Market Street, Launceston, PL15 8EP

t 01566 81 81 80 | e enquiries@athelstans.co.uk | w www.athelstans.co.uk