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Lettings Agency Agreement

*Warren Anthony*

12 Market Street Watford Hertfordshire WD18 0PD Tel: 01923 220012  
Email: [rentals@warrenanthony.co.uk](mailto:rentals@warrenanthony.co.uk)

## OUR STANDARD FEE'S & CHARGES

LET ONLY  
7.2%

RENT COLLECTION  
9.69%

FULLY MANAGED  
12%

- Advice on preparing your property for letting
- Market the property and advertise
- Arrange & Accompany viewings
- Collate references
- Free Unique 360' Experience
- Free Floorplan
- Free Tenant Agreement
- Negotiate terms of tenancy and draw up contract
- Collect rent
- Chase late rent payments
- Deposit registration with an approved scheme
- Act as a liaison between you & your tenant
- Arrange repairs & maintenance
- Instruct approved contractors on your behalf
- Access to specially negotiated contractor pricing
- Pay contractors on your behalf
- Transfer utilities at the start & end of tenancy
- One inspection after tenant moves in within 6 months
- Negotiate deposit release
- Negotiate tenancy renewals
- Help to recover rent arrears
- Arrange for any pre tenancy work to be carried out
- Arrange the inventory, check in & check out
- Landlord's yearly tax report
- Free EPC
- Free Professional Check In
- Free Professional Check out
- Serve section 21 notice
- Serve section 8 notice
- MY PROPERTY FILE
- End of tenancy management



### Extras:

EPC • £110 | Gas Safety • £95 | Professional Independent Inventory • POA | Check in • £66 (Inc. VAT) |  
 Check out • £66 (Inc. VAT) | Deposit lodgement • £42 (Inc. VAT) | MY PROPERTY FILE • £144 (Inc. VAT) |  
 Rent Guarantee • POA | Legionnaires Report • POA | Electrical Pat Test • POA | Installation Condition Reports • POA



# AGENCY AGREEMENT

This Agreement is made between the Landlord of the Property (as named at the end of this Agreement) and Warren Anthony who agree to act as agent for the Landlord and are hereinafter referred to as "the Agent". The purpose of this document is to set out clearly and concisely the extent of the letting and management service offered and the scale of fees charged.

**The terms of the Agreement set out in this document will constitute a binding legal contract. 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.**

## STANDARD MANAGEMENT SERVICE

Warren Anthony provides a property 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 outset for taking references and arranging the tenancy.

The Standard 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 bank references, and employer or previous landlord character reference. Where necessary, additional security would be requested by means of a guarantor. In the case of a company, a full bank reference would be taken.
4. Preparing the tenancy agreement necessary for the Landlord to gain protection of the relevant Rent and Housing Acts.
5. Liaising with a Landlord's mortgagees where necessary with regard to references and tenancy agreement.
6. 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 and contents have been checked for unfair wear and tear and handling any termination issues with the Tenant and the tenancy deposit scheme provider.
7. Collecting the Rent monthly and paying over to the Landlord monthly (normally sent within 3 days 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.
8. Arranging with service companies (principally electricity gas & water) for meter readings and advising them of the transfer of service contracts to the Tenant at the beginning of each tenancy.
9. The agent will provide an inspection of the property within 6 months from the date the tenant moves in the property. Responsibility for and management of empty property is not normally included and will only be carried out by special arrangement agreed in writing between the Landlord and the Agent.
10. 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.

11. Making payments on behalf of the Landlord from rents received for costs in managing the Property.
12. 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.

Additional items and other expenses will be charged according to the scale of fees defined below.

## SCALE OF FEES

(All fees are inclusive of VAT)

Standard Management Fee (Items 1 to 12 above): 12% of rent due (subject to a Minimum Fee of £XX).

Short Lets (less than 6 months): 14.4% of rent due.

Short Lets (less than 3 months): 18 % of rent due.

Letting Only Service Fee: (Items 1 to 5 above): 7.2 % of rent due (subject to a Minimum Fee of £600).

Letting Only Plus Deposit Protection (Items 1 to 6 above): 7.2% of the rent due plus Tenancy Deposit Service Fee below plus an additional £360 for deposit management.

Letting and Rent Collection Fee: (Items 1 to 7 above): 9.6% of rent due.

Letting and Rent Collection Plus Deposit Protection (Items 1 to 6 above): 9.6% of the rent due plus Tenancy Deposit Service Fee below plus an additional £360 for deposit management.

## ADDITIONAL CHARGES:

Immigration Checking Fee: £60

Let Only Tenancy Renewal Fee: 4.8%

Rent Collection & Fully Managed Renewal Fee: £120.00

Preparing Inventory/Schedule of Conditions: See our standard fees & charges list

Administration of NRL tax returns: £60 per annum

Redirection of mail overseas: cost of postage

Cost of Arranging gas safety check: £ 110.00 plus costs

Tenancy Deposit Service Fee: £42 plus scheme costs

Issuing Notice of Seeking Possession: £108.00

Appliances checked before tenancy: £120.00

Obtaining estimates and supervision of major works: 10% of work over £1,999.00.

If the landlord changes the service from Managed to Let Only then a minimum fee of £720 inc VAT will be payable to Warren Anthony.

# Terms of Business

## 1. GENERAL AUTHORITY:

The Landlord confirms that he/she is the sole or joint owner of the Property and has the right to rent out the Property under the terms of the mortgage or head lease. Where necessary, the Landlord confirms that permission to let has been granted by the mortgagee. The Landlord authorises the Agent to carry out the various usual duties of property management including those listed in items 1-12 of the Standard Management Service – detailed previously. 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. It is declared that the Agent may earn and retain commissions on insurance policies issued.

## 2. LIABILITY FOR TENANT DEFAULT:

Although the aim is to take every care in managing the Property, 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. REASONABLE COSTS AND EXPENSES:

**3.1** The Landlord agrees to repay the Agent for any reasonable 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. 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.

**3.2** . Where the agreement is cancelled under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (or previous 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 15.3).

## 4. MAINTENANCE:

**4.1** . Warren Anthony agrees not to carry out any works unless deemed an emergency by Warren Anthony without prior written acceptance from the Landlord or the Landlord's representatives.

If non emergency works are required Warren Anthony will give the landlord a limit of 48 hours before Warren Anthony instructs the works to be carried out.

**4.2** 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.

## 5. OVERSEAS RESIDENTS:

When letting property and collecting rents for non-UK resident landlords (NRL) i.e. landlords living overseas, the

Agent is obliged by the Income and Corporation Taxes Act 1988 and the Taxation of Income from Land (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. In this situation, the Agent also requests that the Landlord appoints an accountant or reserves to the Agent the right to employ a suitably qualified accountant in order to manage correspondence with the Inland Revenue. A standard annual charge will be made for this work and the Agent may charge reasonable administration expenses for further work requested by the Landlord, the Landlord's accountant or the HMRC in connection with such tax liabilities. In many cases, a landlord's tax liability is minimal when all allowable costs are deducted.

**5.2** . Warren Anthony do not collect or deduct tax at source. You will be provided with an NR1 (overseas landlord tax deduction exemption form) to complete. This means the tax can be deducted by yourselves or your accountant.

**Warren anthony will accept no liability for the deduction of taxes.**

## 6. COUNCIL TAX:

Payment of Council tax will normally be the responsibility of the Tenants in the Property. 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 take meter readings whenever possible 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 (e.g. Banks, clubs, societies etc.) 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 condition reports from the outset. The Agent will prepare an inventory for the Property and a charge will be made for this depending on the size of the inventory and 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 articles of exceptional value in the Property without prior arrangement with the Agent. The standard inventory service will include a full schedule of condition (condition, colour & decoration of ceilings, walls, doors & door fittings etc.). Evidence of condition or damage (i.e. photography) will be prepared as required, or at the Landlord's request, and will be charged accordingly.

**8.1** Landlords who choose not to have an inventory will be required to hold the deposit in their own chosen deposit protection scheme. Warren Anthony can provide details of these schemes.

## 9. TENANCY AGREEMENT:

The Standard Management Service includes the preparation of a tenancy agreement in the Agent's standard form(s) and provision of a copy of this agreement to a designated advisor or building society. Should the Landlord, advisors or mortgagees require amendment of the contract or require the Agent enter into further work or correspondence, a fee for this extra work may be requested (or you may have the tenancy agreement amended by your own adviser at your own expense). It is agreed that the Agent may sign the tenancy agreement(s) on behalf of the Landlord.

## 10. NOTICES:

The Agent will, as necessary, serve the usual legal notices on the Tenant(s) in order to terminate the tenancy, increase the Rent, or for any other purpose that supports the good management of the Property, or the timely return of the Deposit at the end of the tenancy.

As part of our Fully Managed Service, if agreed in writing, one legal notice will be served per tenancy.

Please see price list for any additional costings.

For Let Only and Rent Collection Service please see the price list for the cost of serving notices.

## 11. RESERVATION FEES:

A reservation fee is generally taken from a tenant applying to rent a property. The purpose of this fee is to verify the Tenant's serious intent to proceed, and to protect the Agent against any administrative expenses (taking out bank references, conducting viewings, re-advertising) that may be incurred should the Tenant decide to withdraw the application. The reservation fee 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 a larger security fee to be carried to protect against loss of rents, or insurance undertaken. This fee is not a deposit until it is transferred on the establishment of the tenancy.

## 12. TENANCY DEPOSITS:

**12.1 Deposits.** Upon signing the tenancy agreement, the Agent will take a dilapidations Deposit from the Tenant(s) in addition to any rents due. The purpose of the dilapidations Deposit is to protect the Landlord against loss of rent or damage to the Property during the tenancy itself. This 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 below.

**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 within one of three statutory tenancy deposit schemes within 30 days of receipt. The schemes are:  
**(1)** The Deposit Protection Service (DPS)

Warren Anthony use the Deposit Protection Scheme. If the Landlord protects the deposit themselves Warren Anthony need the Landlord's Scheme and Identification number to produce the correct paperwork.

If the landlord has not provided Warren Anthony with the necessary scheme details 72 hours before the commencement of the tenancy agreement there will be a £360 (inclusive of VAT) fee payable at the start of the tenancy.

**12.3** Tenancy Deposit Information. Where statutory tenancy deposit protection applies to a tenancy deposit, the Agent will provide to the Tenant within 30 days the following information required from the Landlord by the Housing Act 2004:-

- (a)** information on the particular scheme under which the tenancy deposit is protected;
- (b)** compliance by the Landlord with his obligations under the Act and
- (c)** prescribed information for the Tenant.

More information on the requirements of the deposit protection schemes are available on the following web site(s) and landlords are strongly urged to familiarize themselves with their legal responsibilities. <http://www.direct.gov.uk>

**Warren Anthony cannot be held liable for any incorrect information given by the landlord.**

## 13. INSPECTIONS:

**13.1** Under the Standard Management Service, the Agent will normally carry out one inspection, starting after the second month. Such inspections do not constitute a formal survey of the Property and it is not the intention to 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.) Where these were felt to be unsatisfactory, a more detailed inspection would generally be made.

**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. Any deficiencies or dilapidations would normally be submitted 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

**14.1** For a Fully Managed Service, the Agent will attempt,

by negotiation, to resolve any deposit disputes between the Landlord and the Tenant. 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 Small Claims action in the County Court. An estimate of the likely costs of preparing and submitting the claim to adjudication or for Small Claims will be submitted to the Landlord before any case is started.

**Where a deposit claim enters a dispute Warren Anthony cannot be held responsible for the final decision of the Tenancy Deposit.**

## 15. TERMINATION:

**15.1 Termination of Agency Agreement.** This Agreement may be terminated by either party by way of **two month's** written notice. The Minimum Fee applies if on termination the total fees due are less than the 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.

**15.2 Tenancy Agreement.** The Landlord shall provide the Agent with any requirements for return and repossession of the Property at the earliest opportunity. Landlords 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.

**15.3 Agreements signed away from the Agents office.** Where this Agency Agreement is signed away from the office 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 at the end of this Agreement. Where the Landlord waives his right to cancellation (see paragraph 28) 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:

It is agreed that only the Agent may let the Property.

### 16.1 MULTIPLE AGENCY MARKETING & LETTING:

Warren Anthony will charge an additional fee on top of any pre-agreed fees for any properties being marketed by multiple agencies.

## 17. SAFETY REGULATIONS:

**WARNING:** You should read and understand these obligations before signing overleaf.

**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. The following regulations apply:

Furniture and Furnishings (Fire)(Safety) Regulations 1988  
General Product Safety Regulations 1994  
Gas Safety (Installation and Use) Regulations 1998  
Electrical Equipment (Safety) Regulations 1994  
Plugs and Sockets (Safety) Regulations 1994

**17.2** The Landlord confirms that they are aware of these obligations and that the Agent has provided sufficient information to assist with compliance. It is agreed that the Landlord shall ensure that the Property is made available for letting in a safe condition and in compliance with the above regulations. The Landlord agrees to repay the Agent's reasonable costs incurred including any reasonable expenses or penalties 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.

## 18. INSTRUCTIONS:

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

## 19. VALUE ADDED TAX:

All fees stated are inclusive of VAT.

## 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. The Agent would normally be responsible for the administration of any claims arising during the period of management where the Property is being managed (i.e. this only applies to properties under the full "Standard Management Service") and subject to an additional charge for major works (see "Maintenance").

## 21. HOUSING BENEFIT:

The Landlord undertakes to re-imburse 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 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:

Any delays of payment or other defaults will be acted on by the Agent in the first instance. Where the Agent has been unsuccessful in these initial actions, or there are significant rent arrears or breaches of the tenancy agreement, the Landlord will be advised accordingly. A solicitor may then be appointed and instructed by the Landlord (except where the Agent is unable, after taking reasonable efforts, to contact the Landlord. In that event the Agent is authorised to instruct a solicitor on the Landlord's behalf). The Landlord is responsible for payment of all legal fees and any related costs.

## 23. LETTING ONLY SERVICE:

23.1 . Where the Landlord does not wish the Agent to undertake full management (the Standard Management

Service), the Agent can provide a Letting Only Service. The Letting Only Service includes only items 1 to 5 of the Standard Management Service as listed above. The Landlord would 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 together with a receipt for the Deposit monies received by the Agent on his behalf. The Letting Only Service 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, through no fault of the Agent, the Landlord shall not be entitled to reimbursement of any fees paid.

23.2 . Warren Anthony will not be liable for the arrangement of gas safety certificates after the commencement of the first year of any new tenancy.

**24. LETTING ONLY SERVICE PLUS DEPOSIT PROTECTION:**

Where the Landlord requires the Agent to deal with his legal responsibilities for the protection of tenancy deposits under the Housing Act 2004 (item 6 of the Standard Management Service) then the Tenancy Deposit Service Fee will be charged in addition to the Letting Only Service Fee.

**25. LETTING AND RENT COLLECTION SERVICE:**

Where the Landlord requires the collection of rents and the deposit service (items 6 & 7 only of the Standard Management Service as listed above) in addition to the Letting Only Service, then the Letting and Rent Collection Fee will be charged and will be deducted from rents collected.

**26. RENEWALS:**

Where, with the consent of the Landlord, the tenancy as set out in clauses 23-25 is renewed or extended to the same tenant (or any person associated with the Tenant) originally introduced by the Agent, the Tenancy Renewal Fee shall be payable on the renewal date. The Agent shall prepare the tenancy agreement, if required, for the new or extended tenancy and the terms of this Agreement shall continue until the Tenant leaves, or this Agreement is terminated.

**27. RIGHT TO RENT CHECKS:**

The Landlord agrees that the Agent will carry out any checks required under the Immigration Act and the Agent will be responsible for taking the steps necessary to establish an excuse against a penalty. The Landlord agrees to pay the Immigration Checking Fee for carrying out the necessary checks as set out in the Scale of Fees above.

**28. 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, a copy of which can be asked for. The Agent is a member of The Property Ombudsman 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.

**29. KEEPING RECORDS:**

The Agent agrees to keep copies of all forms, agreements and other correspondence in relation to the tenancy for the period

of the tenancy and for a year from the date of expiry of the tenancy. The Agent will keep copies of all financial information for seven years.

**30. DocuSign**

DocuSign is a company that provides electronic signature technology and digital transaction management services for facilitating electronic exchanges of contracts and signed documents. DocuSign's features include authentication services, user identity management and workflow automation. Signatures processed by DocuSign are comparable to traditional signatures based on the product's compliance with the E-SIGN Act as well as the European Union.

**31. ACCEPTANCE & VARIATION:**

The Terms and Conditions of this Agreement may be varied by either party but only with two months' prior written notice. £6.60 inc VAT - if landlord changes services

I / We consent to the Agent carrying out marketing work immediately (prior to any right of cancellation period). See paragraph 15.3 above. Tick box if this applies.

I / We wish the Agent to undertake the following service:  
 Standard Management Service\*

Letting Only Service – see clauses 23 and 26]\*

Letting Only plus Deposit Protection – see clauses 24 and 26]\*

Letting and Rent Collection – see clauses 25 and 26]\*  
\*Delete as applicable

I/We also confirm that we are the Sole/Joint owners of the Property known as:

.....  
.....

(Property to be let)



12 Market Street  
Watford  
Hertfordshire  
WD18 0PD

Lettings Service Options, inc VAT	Let Only	Rent Collection	Full Management
Indicate Service & percentage agreed			

Extra's

Gas Safety	
Professional Independent Inventory	
Check in	
Check out	
Deposit Lodgement	
My Property File	
Rent Guarantee	
Legionnaires' Report	
Electrical Pat Test	
Electrical Installation Condition Report	

**Energy Performance Certificate**

In signing this agreement you acknowledge that you are required to provide an up to date EPC for your property. Your options are as follows:  
*I have an up to date EPC and will provide a copy.....YES/NO*  
*I will order EPC within 7 days, provide evidence that an order has been placed and provide a copy of the EPC within 21 days...YES/NO*  
*I will pay you £.....inc VAT to prepare an EPC for me.....YES/NO*

**Client Identity**

We are required to prove the identity of clients selling property prior to the commencement of marketing. We may accept emailed or scanned documents from clients who are abroad where the cumulative weight of information presented and the risk levels associated with the transaction are balanced. We may use an online service to check identity, this is not a credit check. Two forms of identity are required: A document identifying the person and an address linking document.  
*Document produced.....*  
*Document produced.....*

**Additional Services and Fees**

In addition to the services offered under our service level agreements, The Agent will carry out the following on your instruction or as a matter of course if the situation is deemed by us to be an emergency. In situations not deemed as an emergency, if after seven days notice, we have received no instruction to the contrary we will proceed with the necessary arrangements.

- Tenant Check Out Inspection:**  
£36 inc VAT administration charge in addition to the Inventory Clerk's fee.
- Attendance at Court or Tribunals:**  
£36 inc VAT per hour or part thereof for each staff member attending.
- Redirection of Mail:**  
£36 inc VAT administration fee per batch of mail redirect, free on higher services options
- Garden Maintenance:**  
£36 inc VAT in addition to any contractor charges, should you require the Agent to arrange maintenance of outside areas at The Property.
- Rental Protection Insurance:**  
Free dependent on rental value and term of Tenancy. We can advise on prices at the time of instruction.

**Property Details**

Address: .....  
 .....  
 Postcode: .....  
 Initial Marketing Rental Value: .....  
 (This is the figure we will start marketing, the actual price may differ)

**Notice of The Right to Cancel**

Agreement signed in the Agents premises.....YES/NO  
 Regulations applicable.....YES/NO  
 Immediate start, Wait 14 days to begin

Landlord Authorisation  
 I/We have read, understood and agree to the terms of this Agreement

Name:.....  
 Address:.....  
 .....  
 Postcode:.....  
 Signed:..... Print:.....  
 Date.....

**Agent Authorisation**

Signed on behalf of the Agent  
 Signed..... Print:.....  
 Date..... Office.....

**Notes**

.....  
 .....







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Warren Anthony

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