



Management Service Terms & Conditions

Agreement between Elite Lettings ("we") and the Landlord ("you").

Address of Property:

Name of Landlord:

Rental Assessment

A trained assessor will review your property and assess the appropriate monthly rental figure in relation to current market rates. This will be agreed with you prior to marketing the property.

Marketing

Your property will be advertised in a local newspaper if appropriate. A 'To Let' board will be erected outside your property and the property will also be advertised in our shop window and on the Elite Lettings website – www.elitelettings.com

Viewings

We will show potential tenants around the property. If an offer to rent is received at a level below the figure agreed in the Rental Assessment this will be discussed with you before any commitment is made.

References

As an accredited member of Homelet, we will collect references for all tenants. Should the tenant pass the relevant checks, we can offer a six-month rent guarantee. Please speak to a member of the Elite Lettings team for further information on this service.

Administration

We will process all rental applications on your behalf and ensure that all the relevant paperwork relating to the tenancy is completed.

Moving In and Out of the Property

We will arrange the move in and out of the tenant, including key handover.

Inventory

We will prepare a full inventory list for the property. This will be used as the checklist upon termination of the tenancy to decide whether deductions should be made from the tenancy deposit. Deductions are made for damage, malicious or otherwise, that is beyond normal wear and tear. We will agree any deductions with the tenant at the end of each tenancy.

Meter Readings

We will take meter readings at the beginning of each tenancy and contact the relevant gas, electric and water providers to notify them of the new tenant.

Tenancy Deposits

We will take a deposit from the tenant and place this in the scheme detailed below, in line with the Housing Act 2004:

The Dispute Service Ltd
PO Box 541
Amersham
Bucks
HP6 6ZR
Telephone: 0845 226 7837
Email: deposits@tds.gb.com
Fax: 01494 431 123

Rent Collection

We will collect the monthly rent from the tenant and pay this to you, net of relevant charges, via BACS. We will also supply a detailed monthly rental statement showing income and expenditure. This can be sent to you either by post or by email.

Administration fees are charged to the tenant for late payment of rent, in accordance with the Tenancy Agreement. We will retain these fees.

Arrears

We chase all arrears by telephone, letter and / or visit. In extreme situations we will pass the payment issue to Homelet to expedite the situation.

Maintenance & Refurbishment

We will deal with the day-to-day management of the property and will agree a Designated Expenditure Limit with you at the outset of the tenancy. This is the limit of expenditure that we may authorise for maintenance and repairs without further consent.

We offer 24-hour on-call plumbing and electrician services. During emergency situations we reserve the right to resolve and make safe the issue even if this exceeds the Designated Expenditure Limit. We will endeavour in all situations to refer the issue to you.

All maintenance and repair expenditure will be deducted from the rent before it is paid to you.

We also offer refurbishment work ranging from minor alterations to full renovation. If required, full property build and project management services can be supplied. Please contact a member of the Elite Lettings team for further information.

Legal Action

Should the need arise to take a tenant to court; to obtain outstanding rent or to secure an eviction, we will act in accordance with the law prevailing at the time. All legal fees incurred will be borne by you. We will attend court if required, a small fee may be charged for this service. You will have to attend court as the Landlord.

Cancellation

We reserve the right to terminate this contract for any reason with seven days notice.

Should a suitable tenant be found for your property, who passes the reference checks, and you then remove the property from the market, a fee of £300 will be payable by you.

Either party may cancel the contract at the end of the tenancy agreement.

Fees

Marketing:

Tenant Introduction Fee:

Monthly Management Charge:

All fees are inclusive of VAT and are deducted from the rent before it is paid to you.

By signing these terms and conditions you confirm that:

- You have read and understood the contents; and
- You accept the terms as legally binding between the parties.

Signed:

Signed on behalf of Elite Lettings Limited: