

LET & RENT COLLECTION AGREEMENT

TERMS AND CONDITIONS



Address of property to be let:

Name & Address of Landlord:

This Let Only and Rent Collection Agreement ongoing. If you wish to cancel this Agreement at any time, please give three months written notice and send to our office by recorded delivery.

Let and Rent Collection Only Service - to include the following:

- Photograph in window if required.
- Property advertised on current lettings list and any other mediums used by Direct Housing.
(Internet sites and independent property news at our discretion.)
- Viewings arranged.
- Deposits taken.
- References and applications taken.
- Tenancy agreement compiled and sent to Landlord once completed.
- Collect rents, as far as we are able to, and account with payment to you on 28th of each month.
(Please note that we do not serve a Section 21 Possession Notice for Let Only tenancies.)
- Direct Housing are members of the Property Redress Scheme, ARLA and NAEA (NFOPP), NLA, MLAS.

LANDLORD CONFIRMATION

1. You confirm that the property is in a safe condition prior to the commencement of the tenancy.
2. You confirm that you are the owner of the property/have authority from the owner of the property to instruct Direct Housing.
3. You confirm that you have comprehensive Buildings insurance and where necessary Contents Insurance for the property. You confirm that your mortgage /insurance companies have been informed of the rental in place.
4. In the event that the property to let is leasehold, you may be obliged to provide information relating to the following; ground rent, head leaseholder, service charges, business use and parking restrictions etc. In the event that Direct Housing is instructed to deal with these matters, a separate fee will be negotiated.
5. You confirm that the property will be maintained to a state of good repair, ensuring that it is safe at all times, to include periodic Gas and Electrical Safety checks, and compliance with the Fire and Furnishings regulations of 1988, HMO certified where required.
6. In the event of Court Action against the tenant or related party, you undertake to appoint your own representation, and cover all necessary court costs.

TENANTS DEPOSITS

7. With effect from 6 April 2007 all deposits taken in respect of rented properties have to be protected under law by a Tenancy Deposit Scheme. You undertake to put the tenant's deposit into one of the approved Tenancy Deposit Schemes.

GENERAL

8. Direct Housing reserves the right to alter any clause of these Terms and Conditions, providing one month written notice is given.

9. In cases where tenants are claiming Housing Benefit it is understood that payments will be delayed while the claim is processed. In addition, Housing Benefit may reclaim over payments of rent, which you will be required to refund to the Housing Benefit Department via Direct Housing.

10. If you would like us to compile the house Inventory and Schedule of Condition on your behalf please see section 'Fee Structure'. Please note that Inventory fees are payable in advance of the Inventory being undertaken.

FEE STRUCTURE (all fees are inclusive of VAT)

11. The Lettings Fee for Student Let Only services is £600 incl. VAT (deducted from the first month rent).

12. The Lettings Fee for a residential letting is equivalent to 60% incl. VAT of first month rent (deducted from the first month rent).

13. Lettings fee for short let whereby Tenancy is three months or less, One week's rent + VAT at prevailing rate.

14. Fee for rent collection is 7.2% incl. VAT of rent payable from the second month onwards.

15. Fee for one inspection during empty period £30 incl. VAT
(To meet with Buildings insurance Requirements on empty properties.)

16. Renewal of tenancies £90 incl. VAT for residential properties, £180 incl. VAT for student let properties.

17. Change of tenancy / Re-let of student property is £600 incl. VAT.

18. Change of tenancy / Re-let of residential property is equivalent to 60% incl. VAT of first month rent.

19. Supply of To Let board £18, only chargeable if property is let.

20. We can provide an Inventory and Schedule of Condition Service for Landlords who have our 'Let Only' service if required. The Inventory and Schedule of Condition also includes colour digital photographs of each room. The following charges are based on a 2 bedroom, 2 reception room, terraced house. Any additional rooms will be charged at £6 per room.

Unfurnished (Carpets only)	£96.00 incl. VAT
Part Furnished (Carpets, curtains, fridge/freezer, cooker)	£120.00 incl. VAT
Fully Furnished (All furniture & furnishings)	£180.00 incl. VAT

21. We also reserve the right to charge for additional extraneous expenses incurred outside normal management activities. (i.e. sourcing furniture or other items for the property on your behalf).

Invoices for lettings fees must be paid within 28 days; If the tenancy does not commence, a full refund will be given.

If we (Direct Housing) are instructed to let a property and the owners subsequently change their mind, they will be liable for any expenditure we have incurred, and give us three months' notice in writing. Please see attached 'Right to cancel' policy.

STATEMENT

I confirm that I have read and understood the attached terms and conditions and hereby authorise Direct Housing Ltd to act on my behalf in the letting of the aforementioned property during the agreed letting period, to sign agreements, and to collect rents. I understand my contact details will be shared with my tenants. I agree that my information will only be passed to bodies with a legitimate interest in the property / tenancy. I confirm that I am the sole owner of this property

.....

Landlord Name: _____

(Are you an Accredited Landlord? Yes No)

Address: _____

Phone Number: _____

Email address: _____

Signed by Landlord: _____

Signed by Direct Housing: _____

Date: _____

* For our full Data Protection Policy please refer to www.direct-housing.co.uk

Direct Housing Ltd.

543 Bristol Road, Selly Oak, Birmingham B29 6AU

Tel: 0121 472 3331

Email: sellyoak@direct-housing.co.uk

PROPERTY DESCRIPTION SHEET



PROPERTY ADDRESS					
DATE AVAILABLE		NUMBER OF BEDROOMS		RENT TO ACHIEVE	
DOUBLE BEDROOMS		SINGLE BEDROOMS		<i>Please note that If a bedroom is advertised as a double, ideally a double bed should be provided.</i>	
PROPERTY DESCRIPTION	<i>Please give as many details as possible.</i>				
CURRENT TENANT(S) CONTACT DETAILS	<i>To ensure we can give them 24 hours' notice before viewings</i>				
PROPERTY CERTIFICATES, DO YOU HAVE:					
CURRENT GAS CERTIFICATE?	Yes	No	EPC CERTIFICATE	Yes	No
ELECTRICAL PERIODIC INSPECTION REPORT CERT	Yes	No	COMPREHENSIVE BUILDINGS INSURANCE	Yes	No
<i>If you do not have any of the above we can arrange them for you. If you do have the above, please supply a copy.</i>					