

PAD-2-LET LTD

Residential Lettings & Management

16 Church Street, Barnoldswick, BB18 5UT
 Tel: 01282 851000
 Mob: 07851 867340
 Email: info@pad-2-let.co.uk
 Web: www.pad-2-let.co.uk

LETTING AGREEMENT FOR RESIDENTIAL PROPERTY

All sections of this form must be completed and signed before we can act as agents. Please tick boxes if applicable.

Full address of property: (including post code)				
Level of management required?	Full management		Tenant find only	
	Set up fee £175.00 10% commission monthly Prices subject to VAT		One-off fee equivalent to one months rent (minimum £400) Prices subject to VAT	
Access for viewings: Please confirm if property is empty or alternatively who we should contact for access.				
Rental amount required:	Preferred rental amount	£	Minimum accepted	£
Date property available from:				
AGENTS DETAILS				
Agents name	Pad-2-Let Ltd			
Address	16 Church Street, Barnoldswick, BB18 5UT			
Telephone	01282 851000 or 07851 867340			
LANDLORDS DETAILS (UK)				
Full name of Landlord:				
Full address of Landlord: (including post code)				
Telephone number:				
Mobile number:				
Email address:				
National Insurance No:		Date of Birth:		

LANDLORDS DETAILS (OVERSEAS):				
Full name of Landlord:				
Overseas address:				
Telephone number overseas:				
Name and address of contact in this country:				
Telephone numbers:				
Do they have the power of attorney?	Yes		No	
TAX				
Tax Office & Reference <i>(if Landlord living abroad)</i>				
National Insurance No:				
SOLICITOR				
Name of Solicitor: <i>(If 'Assured Tenancy' is required)</i>				
Address of Solicitor:				
Telephone Number:				
ACCOUNT FOR RENT TO BE PAID INTO:				
Name and address of bank:				
Account Name:				
Sort Code:				
Account Number:				
PROPERTY DETAILS:				
Is the property furnished or unfurnished?	Furnished		Unfurnished	
Will you permit pets in the property? <small>We would include a clause in the contract for the carpets to be professionally cleaned.</small>	Yes		No	Maybe

Services connected to the property:	GAS		Card meter?		Supplied by:	
	Electricity		Key meter?		Supplied by:	
	Water		Water meter?		Supplied by:	
Central Heating	Yes			No		
Type of central heating	Gas			Electric		
	Solid fuel			Other <i>(please specify)</i>		
Type of system	Radiators			Under floor ducted		
Do you currently have a service contract for any gas appliance?	Yes			If yes, provide details:		
	No			<i>We recommend that all gas appliances are serviced annually to meet the Gas Safety (Installation and Use) Regulations 1994. As Managing Agents all appliances must be serviced or placed on a Service Contract. Please supply copies of current Gas Safety Certificates.</i>		
Water:	Mains			Other		
Sewerage:	Mains			Other		
Do you currently have a service contract for your water supply?	Yes			No		
If yes, provide details						
Does the Landlord require permission under Lease to Sub-Let?	Yes (evidence is required)			No		
Any Outgoings?	Lease			Ground Rent		
	Insurance			Maintenance Charges		
Have arrangements been made to pay these direct?	Yes			No		
If 'no', provide name & address of Management Company						
MORTGAGE						
Is this property mortgaged?	Yes			No		
If 'yes', has permission been obtained to let the property?	Yes (evidence is required)			No		
Name & address of mortgagee						
Account number						

INSURANCE	
Name & address of building insurance company	
Policy number	
Name & address of contents insurance company <i>(for furnished lettings)</i>	
Policy number	
<p>LANDLORDS IDENTIFICATION The Proceeds of Crime Act 2002 places a requirement for all firms such as ourselves to obtain and retain evidence of identity and address for all people with whom we have a business relationship. In order that we can comply with the current legislation we would be grateful if you could supply the following.</p> <p>(a) One item from Section A of the list below (b) One item from Section B of the list below (c) The most recent original mortgage statement</p> <p>We need to obtain an original document or a certified copy in order to comply with the Act. Where you supply the original documents these will be returned by recorded delivery. Where certified copies are supplied, such certification may be undertaken by an accountant, Solicitor, banker any person regulated under the Financial Services Act. That person should sign and print their name and also confirm in writing that they have seen the original document and that the copy document is a true likeness of the original before dating the item.</p>	
<p><i>Section A</i> <u>Personal Identity Documents</u></p> <ul style="list-style-type: none"> • Current passport • EU members ID card • Residence permit issued by Home Office to EU Nationals on sight of own county passport • Current UK Photo-card Driving Licence (old style driving licences are not accepted) • Benefit Book or original notification letter from Benefits Agency confirming the right to Benefits • P45 / P60 / Inland Revenue Notice of Coding / Inland Revenue Statement of Account • Firearms certificate 	<p><i>Section B</i> <u>Documentary evidence of address</u></p> <ul style="list-style-type: none"> • Recent utility bill or certificate from a supplier of utilities confirming the arrangement to pay (this should not be more than 3 months old) • Mobile telephone bills are not accepted • Local Authority tax bill (valid for current year) • Current UK driving • Bank, building society, credit union statement (no more than 3 months old) or passbook containing current address • Local Council rent card or tenancy agreement • Benefits book or original notification letter from the Benefits Agency confirming the rights to benefits if not used for evidence of name.
IT IS AGREED as follows:	
1.	The Owner appoints the Agent to be Letting Agent of the property and to perform the duties set out below in accordance with the following terms:
2.	The Agent agrees with the Owner
2.1	To use reasonable endeavours to let the Property at a rent not less than £ (negotiable) per month.
2.2	Prior to the grant of any tenancy to obtain satisfactory bank, employment, personal & credit references in respect of prospective tenants.
2.3	To forward tenant application to the Owner for approval prior to the granting of Tenancy.
2.4	On the granting of any tenancy to take one month's rent in advance and a deposit (bond) from the Tenant. The bond will be forwarded to the Deposit Protection Service (DPS) in accordance with the Housing Act 2004.

3.	The Owner agrees with the Agent to pay to the Agent: The costs and disbursements incurred by the Agent whilst letting the property, as per the enclosed fee scale. Disbursements should not exceed £200 without obtaining further instructions from the owner.
3.1	The Owner confirms that all upholstered furniture including mattresses, bedheads, pillows and garden furniture meets with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993.
3.2	All interest on client's monies will be retained by Pad-2-Let.
3.3	The Regulations state that Landlords must have all gas appliances inspected for safety purposes annually by a Gas Safe registered technician. The owner confirms that all gas appliances will comply with the Gas Safety (Installation & Use) Regulations 1994 at the commencement of a tenancy and will provide valid certificates.
3.4	Any certificates required in respect of gas and electric and any other required certificates are the responsibility of the owner of the property.
3.5	The owner confirms that a minimum of one smoke alarm (complying to BS 5446 Part 1) per floor will be fitted and in working order at the commencement of a tenancy in accordance with The Smoke Detectors Act 1991.
4	This Agreement is determined by either party giving to the other at any time not less than one month's prior written notice expiring at any time but without prejudice to the rights of either party against the other in respect of any preceding or antecedent reach of the terms of this Agreement.
5.	The Owner authorises the agent to spend up to £200 on repairs without reference to landlord.
6.	Within twenty-eight days of this Agreement being determined then subject to all monies owed to the Agent under this Agreement having been paid by the Owner then the Agent agrees to prepare and serve on the Owner a statement of account showing all receipts and expenditure in respect of the Property.
7.	The Owner confirms that he hereby authorises the Agent to sign any such Leases, Notices, documents etc. on his behalf as may be required.
8.	The Owner confirms that he has read and understood the terms of this Agreement and the Landlords Guide to Letting and has been advised by the Agent of the need to take separate legal advice before entering into the same.

Signed by Owner:

Signature		
Print name		Date
Witnessed by:		
Signature		
Print name		Date
Address of witness		

Signed by Agent:

Signature		
Print name		Date
Witnessed by:		
Signature		
Print name		
Address of witness		