

Terms of Business (Part 2)
Landlord & Property Particulars

Landlord's Name(s) (all joint landlords) and / or Company name if applicable	
Landlord's Address (current and new if applicable)	
Telephone Number(s) (mobile / work / home)	
Email Address(s)	

Address of Property to Let	
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If appointing a representative to deal with matters on your behalf please provide their details below, we will not release any information to your representative unless we have your express permission to do so.

<u>Landlords Representative</u> Name Address Contact Number Email Address Relationship to Landlord	
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If you wish to instruct 3Keys Property we can only proceed upon receipt of this agreement duly signed and the information requested in this pack. The Landlord agrees and accepts the Terms of Business and instructs the Agent to undertake the level of service indicated below at the rate in the prevailing Fee Schedule.

Level of Service (Please circle)	LET ONLY	FULLY MANAGED
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The following are all obligations of the Landlord, and must be 'Yes' before the agent can begin to marketing; please circle:

The Landlord will be responsible for notifying the insurer of the Property that the Property is to be let	Yes	No
The Landlord is the legal owner of the Property, or is authorised to let the Property on behalf of the owner(s)	Yes	No
The Landlord will immediately inform the Agent if the Landlord instructs another firm to let the Property and/or if the Landlord finds other prospective tenants to rent the Property	Yes	No
The Landlord will arrange for permission from any mortgage lender and provide a copy of that permission to the Agent	Yes	No
The Landlord confirms that all soft furnishings at the Property comply with the current fire safety regulations and that all non-compliant furniture has been removed from all parts of the Property	Yes	No

Tenant Referencing

Please indicate which of the following references you would like completing on your tenant(s) prior to granting a tenancy by ticking below:

Right to Rent Check	Mandatory ✓
Credit Check	
Previous Landlord	
Employer	
Character	

If after completing the referencing we feel the tenancy requires a guarantor we will speak with you regarding this.

Letting Requirements

Prior to allowing a tenancy to commence 3Keys Property will require the following documents on file; please indicate by ticking '3Keys' or 'Landlord' as to which you would like us to organise on your behalf and which you will provide to the office. For any documents you are providing we MUST have these a minimum of 72 hours prior to the check in to sign the file off.

	3Keys	Landlord
Signed Assured Shorthold Tenancy Agreement	✓	
Valid Gas Safety Certificate		
Periodic Electrical Installation Report		
Valid Energy Performance Certificate		
Instruction Manuals for all appliances		
Inventory		
Legionella Risk Assessment		
Confirmation Smoke Alarms have been tested and CO2 detector is in place		

We are also obliged to provide your tenant with a Local Authority 'How to Rent Guide', the relevant Deposit Protection Scheme leaflet (for Fully Managed properties), a Tenant Legionella Information Leaflet and Data Protection Information.

In order to protect your interests as Landlord, and our interests as Letting Agent we cannot allow a tenancy to proceed without the above.

Preferred Contractors

Please advise if you have any preferred maintenance contractors / existing maintenance agreements in place (i.e. British Gas home care plan) and the relevant contact numbers below:

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Inspection Visits

For Managed tenancies, once the tenancy has commenced, how frequently would you like Inspection Visits to be completed? This is subject to our staff being able to arrange access with the tenant. Please circle:

Once every 6 months	Once every 12 months	Other – please state
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Money Laundering Regulations

We require a copy of photographic ID, proof of address and proof of property ownership from every client, on every listing. Please provide these documents when returning signed Terms of Business.

Bank Details

Bank details for initial and ongoing rental payments:

Account Holder Name	
Bank	
Sort Code	
Account Number	

Overseas Landlords

If you reside overseas please provide your NRL1 (Non-Resident Landlord number) to enable the Agent to pay your rent without deducting tax. _____

If you do not have an NRL1 the Agent is obliged to deduct tax and account to HMRC on your behalf.

Advertising

May we start providing our service within the 14 day cancellation period allowed by the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013? If you agree we can, then you will be liable for our costs incurred if you decide to cancel. (Please initial to indicate agreement)

Landlord Initials: _____

I/we confirm I/we have read and understood the Terms of Business (Part 1) Levels of Service / Legal Information and Fee Schedule.

I/we fully understand my/our obligations as Landlord and confirm the information provided herein is correct to the best of my / our knowledge. I / we further agree to the conditions laid out in Terms of Business (Part 1) and (Part 2):

Landlord 1	Name: Signature: Date:
Landlord 2	Name: Signature: Date:

Continue over page if necessary....

Note: Where more than one party is stated in this agreement as the Landlord, those parties will be jointly and severally liable for all of the Landlord's obligations contained in this agreement.

Agent	Name: Signature: Date:
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