

OWNERS INSTRUCTIONS – TO BE RETURNED TO H.A.S.

(Both copies of this form must be signed and one copy returned to us)

SCALE OF CHARGES – The Full Management option comprises of an initial letting service and the subsequent property management and rent collection.

Full Management Service (THESE FEES ARE NOT SUBJECT TO V.A.T)

Initial Letting Fee..... 4.5% of Annual Income
Full Management & Rent Collection..... 12.5% of rent actually collected (No V.A.T)
Preparation of Tenancy Renewal..... £100.00 (No VAT)

Introductory Only

Initial Letting Fee 6.5% of Annual Income.

Tenancy Deposit Scheme

Full Management Service	£25 per Tenancy
Introductory only	£35 per Tenancy
Deposit Holding only	£50 per Tenancy

It is our intention to maintain the above rates and other charges for as long as possible but we reserve the right to vary these during the course of the tenancy (on giving 2 months prior notice in writing) should circumstances necessitate our doing so.

Address of property available for letting
.....
.....
Post Code

I/We acknowledge acceptance of the Terms & Conditions of your Property Management Service as set out in the foregoing pages and agree to pay the commission rates and other Charges as detailed therein or as otherwise advised by you in writing. I/We agree that you may deduct your commission and any other sums properly expended on my/our behalf from any sums which you are holding to my account.

Signed Date

Print Name

Address
.....
..... Post Code

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To provide all our Landlords with a speedier accounting service, we use the Autopay system, enabling us to transfer funds directly into our Landlords bank accounts. This eliminates the clearance time required by your bank before withdrawals can be made against those funds and the risk of cheques lost in transit.

Please therefore complete the details below and return to us as soon as possible.

Landlords name and address:

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Postcode

Bank Name:

Bank Address:

Sort Code:

Account Name:

Account Number

Building Society Ref. No:

Authorised Signatory:

Address of property to be let:

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Post Code: