



**FULL MANAGEMENT SERVICE**

Landlord Name:  
Additional Parties:  
Address of property to be let:  
Postcode

**Fully Managed Service**

Set up charge 1/2 months rent ..... Subject to a minimum charge of £395

Rent agreed..... £                      pcm.....

The monthly management fee shall be 9%  
All fees are subject to a minimum of £55 per month

I will provide a copy of a CP12 -

EPC required -

Signed by landlord:

.....

Signed by landlord:

.....

Date:

## **Terms and Conditions**

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1. Tyne2let limited act as 'Agent' in terms of letting and/or managing the property.

### **2. Permissions**

- **Leasehold**

- The written permission if necessary is obtained for the purposes of sub letting
- Any prospective letting is allowed by the terms of your lease

- **Mortgage, Insurance and Joint Owners**

- The landlord agrees that consent to let has been obtained by the mortgage lenders and has informed his insurance company of the intention to let and has got their agreement to extend the insurance cover on the property and its contents to cover the changed circumstances.
- Where there is a joint owner they also sign this document as well as any other document regarding a prospective tenancy.

### **3. Gas Safety Regulations 1988**

- It is the landlords responsibility to ensure that all gas appliances and the fixed installation are maintained in good order and are checked for safety at least every 12 months by a gas safe registered engineer.

- Tyne2let will not allow a tenant to move in to a property unless we have a valid copy of a CP12

#### **4. Electrical Equipment Safety Regulations 1994**

- The landlord is responsible for ensuring that the electrical installation and all appliances within the property are maintained in good order and regularly checked for safety by an appropriate registered engineer.

Tyne2let require an electrical certificate, failure to supply a certificate prior to move in will result in Tyne2let instructing a contractor to undertake this at the expense of the landlord.

#### **5. Fire & Furnishings (Fire)(Safety) Regulations 1988 (amended 1993)**

- The landlord is aware that any furniture supplied must meet current regulations and be labelled as such.

6. The property and gardens are left in a good clean condition.

7. The agent has the authority to sign the tenancy agreement on behalf of the landlord.

8. If the property is sold to a tenant that Tyne2let introduced either during or after the tenancy the landlord must pay the agent a commission of 1% of the selling price.

9. This agreement runs for the length of the fixed term tenancy and if the landlord terminates this agreement commission will be charged on rents that are still to be collected.

10. The landlord can cancel this agreement in writing at any time before the start of a tenancy, however if Tyne2let have found a tenant and have started the referencing process a fee of 150 pound will be charged if the landlord withdraws.

11. The agent may cancel this agreement by giving the landlord a months written notice.

12. On termination of the tenancy and once a checkout inspection has been done, responsibility of the property will revert back to the landlord. The agent will not manage the property prior to letting and during vacant periods unless a relevant contract is made up for this.

13. The agent and the landlord will agree on a spending limit per property from the rental income at the start to fund necessary repairs from the start.

14. Energy Performance Certificate

- It is the landlords responsibility to ensure that the property benefits from a valid EPC provided by an accredited Domestic Energy Assessor.

15. A non-refundable holding deposit will be taken by the agent before Tyne2let start the referencing process. If the applicant fails to meet the necessary criteria or withdraw their application the holding deposit will be held by the agent.

16. Tyne2let require a full working set of keys, one for each Tenant shown on the Tenancy Agreement. • Should the Landlord fail to provide a full working set of keys Tyne2let will undertake to fulfil this at the expense of the Landlord.

17. The Landlord agrees that all the information he has provided to the Agent is correct to the best of his knowledge and belief. In the event that the Landlord provides incorrect information to the Agent which causes the Agent to suffer loss or causes legal proceedings to be taken the landlord agrees to reimburse and compensate the Agent for all losses suffered.

18. Monies will be transferred to the landlord via our client account minus any fees and charges.

19. Any maintenance work that has been agreed with the landlord will need to be paid for in advance, this will be kept in our client account and only paid to the necessary contractor on the raising of an invoice and on completion of works.

20. Legionella

The Landlord(s) will provide Tyne2let with a valid legionella risk assessment for the property no later than five working days before the commencement of a tenancy, or will instruct Tyne2let to have this arranged on their behalf.

#### 21.Right to Rent

Right to rent in the UK – Documentation and Working Visa As from 1st February 2016, under the Immigration Act 2014, it is the landlord's responsibility to ensure that all tenants have the right to rent in the UK by making and keeping a copy of passports for all tenants and evidence of their immigration status (biometric residence permit).

#### 22.Smoke and CO2 Alarm

Smoke Alarms – due to The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, it is a legal requirement that smoke alarms are present on each floor, including ground floor entrance lobbies, of the Property and are tested prior to the tenant(s) taking occupation

23. As part of our service the landlord agreed we can offer energy products to our tenants as part of an all bills inclusive policy including, gas, electric, broadband, water and tv licence.

#### COOLING OFF PERIOD:

Please note that agreements signed in your own home are subject to a 14 day cooling off period, however for reasons of expediency in marketing your home, for which a cost is incurred, if you agree to forgo the 14 day cooling off period we will commence the marketing of your property from the date of this agreement. If you wish to opt out of a cooling off period please tick here

N.B. We are unable to commence marketing your property until your cooling off period has expired, this will result in a delay.

#### **DECLARATION**

I/we the Landlord(s) confirm that I/we the Landlord(s) are the legal owners of the property mentioned above and have read and fully understand the detail of this contractual document and give my/our unconditional agreement to its contents. I/ We understand that the minimum fees apply as stated above in the contract.

I/we have read and understood the terms and conditions as set out in clauses 1 to 23 and I/we accept that in signing this document I am/we are bound by its entire contents.

**Landlord Signature Print name**

**Date**

**Letting Agent Signature Date**