

**AGENCY AGREEMENT**

**LETTING ONLY SERVICE**

**OUR SERVICE**

1. Providing a rental valuation of the property and giving general advice as required.
2. Providing legal and health and safety information with regard to letting your property, in accordance with current legislation.
3. Advertising as necessary, interviewing and selecting tenants, arranging/carrying out viewings.
4. Taking up references and credit checks as appropriate.
5. Advising on the transfer of gas, electricity, and telephone accounts.
6. Collecting the first advance rental.
7. Drawing up a standard Assured Shorthold Tenancy Agreement and arranging signature by the tenant/s.

If you require our Services beyond this point, please enquire about our Full Management Service.

**FEES**

Our fee for the Letting Only Service is .....

This fee will become payable upon the signing by the tenant/s of the Tenancy Agreement as above, and will be deducted from the monies received by us as at 6 above.

**TERMS**

Whilst we shall use our best commercial judgement in the selection of tenants and the execution of our Service hereunder, we shall not under any circumstances be liable for non-payment of rent or any other outcome of a tenancy or for any legal costs resulting therefrom. Insurance policies are recommended to cover such risks.

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I/we\* confirm:

- 1) That I/we\* wish to appoint you to act on my/our\* behalf in accordance with this Agreement.
- 2) That I am/we are\* the sole owner/joint owners\* of the property appended below.
- 3) That I/we\* have been advised of my/our\* responsibilities for gas, furniture and fire, and electrical safety, and undertake to ensure compliance with the relevant legislation.

\* Delete as applicable

Full address of property to be Let: .....

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Signed: .....

Print Name/s: ..... Date: .....

**(IF PROPERTY IS JOINTLY OWNED ALL PARTIES SHOULD SIGN)**

Signed by or on behalf of Agent: ..... Date: .....