

CHRIS WILKINSON

INDEPENDENT ESTATE AGENT, MORTGAGE
AND INSURANCE ADVISER, LETTING AGENT



Wilkinson Walker Limited
Property Management and Lettings
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Full Management Service Agreement

For us to proceed with the letting of your property we ask that all legal owners of the property to sign and return this agreement and checklist. On receipt of this information we will commence advertising your property with the full confidence that everything is in place to secure a responsible tenant.

Fees

- 75% of the first months rent collected
- 8% of the monthly rental income
- Payable direct from the tenant to Wilkinson Walker with the balance deposited with the landlord on a monthly basis
- If at the end of the initial 6 month tenancy the tenant wishes to remain in the property and the landlord is in agreement then the management fee will continue at the rates agreed.
- Wilkinson Walker will contact the tenant on month 4 of the 6 month tenancy to ascertain their intentions regarding renewing the tenancy or providing notice. This will be reported to the landlord.

Services

- Arranging viewings and accompanying proposed tenant to the property
- All advertising and promotion, including photographs, uploading to web portals including Rightmove.co.uk and chris-wilkinson.co.uk
- To let board (if required)
- Accompanied viewings.
- Preparing 6 month Assured Shorthold Tenancy Agreement
- Collection of first months rent and deposit from the tenant
- Setting up standing order from tenant to Wilkinson Walker
- Setting up standing order from Wilkinson Walker to Landlord
- Checking in of tenants on the day, including taking meter readings
- Interior and exterior photographs taken upon commencement of the lease and when the tenant vacates the property
- Preparing an Inventory (if required)
- Informing local authority and utilities of change of occupiers
- Issue copies of relevant paperwork to all parties
- Collection of monthly rent
- Arrange/supervise repairs
- Inspection of the property every 6 months
- Checking out of tenants when the agreement comes to an end

For Your Information

- Before a property is let for the first time we must have certificates from qualified gas and electrical contractors to confirm that all services and appliances are in safe working order and meet with current statutory regulations.
- Tenants are responsible for keeping the garden and yard areas in a tidy condition but need to be provided with sufficient tools and equipment.
- You are entrusting your property to us and we will take all appropriate steps to ensure that it will be let to a responsible tenant. We will take up references from necessary sources. It is, however impossible for us to guarantee that the rent will always be paid in full on the due date.
- It is an accepted fact that quality property attracts quality tenants. It is therefore in your interest to aim for the highest possible standards and to deal with quickly with any tenant complaint in a fair and just manner. It is equally important to take timely and firm action against any tenant whose behaviour or actions are un reasonable.
- Whilst it is not our general policy to accept tenants supported by Housing Benefit it is sometimes necessary to consider this market in order to keep properties fully occupied. Such lettings will not be entered into unless the landlord specifically agrees to this action.

Personal Information

Address of the Property to be Let: _____

Post Code: _____

Date Property Available: _____

Monthly Asking Price: _____

Full names of Legal Owners: _____

Correspondence address of Owners: _____

Telephone Numbers:

Email: _____

Do you own this property Yes/No?

Is the property in joint names Yes/No?

Please provide details of joint owners: _____

Do you have a Mortgage on the Property:

Yes/No

If YES please provide 1 recent mortgage statement as proof of ownership.

If NO please provide any documentation you may hold to prove ownership. i.e Solicitors Letter, Land Registry Document

Have you obtained a Consent to Let from the lender:

Yes/No

The property will not be advertised until a copy of consent to let is obtained

Identification

Please provide photographic proof of I.D in the form of passport or driving licence for all legal owners.

Tax

Are you a UK resident for tax purposes? Yes/No

Insurance

As landlord you are responsible for providing adequate buildings insurance

Insurance Company

Policy Number:

Amount of Cover:

Security

Is there a Burglar Alarm System

Yes/No

Please provide keypad number _____

Do the windows have locks

Yes/No

If yes you must provide keys for all windows with locks

Are there smoke alarms at the property

Yes/No

You are responsible for providing working smoke alarms at the property

Are you prepared to accept tenant supported by Housing Benefit

Yes/No

If YES you are assumed to agree to repay any overpaid Benefit claimed back by the Local Authority even if this is received in good faith. You also accept that there may be considerable delay in receiving the first Benefit payment and that the Benefit may not always be sufficient to cover the contractual rent and that any shortfall may be difficult to recover from a tenant on limited income.

Will you consider people with children residing at the property

Yes/No

Is the property Furnished or Unfurnished – Please circle

Will you consider tenants with pets?

Yes/No

Will you consider Smokers?

Yes/No

Utilities:

Please provide details of your Gas Supplier (with account number): _____

Please provide details of your Electricity Supplier (with account number): _____

Is there a Water Meter at the property

Yes/No

Please provide a meter number:

Safety Requirements

Gas Safety Certificate

- a) Wilkinson Walker to arrange £60.00 Yes/No
- b) I will arrange my own and forward a copy Yes/No

Is there a contract maintenance agreement in force for the boiler/heating Yes/No

Please provide details

Periodic Electrical Inspection

- a) Wilkinson Walker to arrange £108.00 Inc VAT Yes/No
- b) I will arrange my own and forward a copy Yes/No

For all rented properties there is a statutory right that the landlord maintains the structure and main services serving the property are in good repair and shall be fit for human habitation. It is important that the fixed wiring circuits are checked for safety. The institute of Electrical Engineers recommend that this is carried out at least every 10 years in a domestic environment. The maximum penalty for non compliance with the regulations is a fine of £5000.00 and/or six months imprisonment.

I we/ accept that fixed installations must be checked and found safe by an accredited electrical engineer at least every 10 years Yes/No

Energy Performance Certificate (Valid for 10 years)

- a) Wilkinson Walker to arrange £82.25 Inc VAT Yes/No
- b) I will arrange my own and forward a copy Yes/No

Pat Testing

- a) Wilkinson Walker to arrange at landlords expense Yes/No
- b) I will arrange my own Pat testing and forward copies Yes/No

The electrical safety regulations require that any electrical appliances must be safe. There is no statutory annual testing interval. In order to meet the requirements it is still important that the appropriate checks and safeguards are carried out. This will require the electrical appliances including the leads to be checked by a competent and suitably qualified engineer. Unsafe items should be removed. All electrical equipment that is manufactured after 1st Jan 1995 should carry a CE symbol.

I/we accept that the electrical appliances must be checked and found to be safe by an accredited electrical engineer annually Yes/No

Fire and Smoke Alarms

It is the responsibility of the landlord to ensure compliance with the latest fire regulations in relation to smoke and heat alarms/devices. Wilkinson Walker can arrange at the landlord's expense a report from an appropriately qualified electrical contractor in relation to this.

I would like Wilkinson Walker to arrange this upon my behalf
Yes/No

Repairs and Maintenance

Wilkinson Walker Limited will ensure items of repair of an urgent nature be attended via local contractors based on a set limit agreed with landlord at the outset of the tenancy. More major repairs will be reported to the landlord prior to incurring any costs. Please confirm below the ceiling amount you agree can be called upon without prior consent.

Amount £

Terms and Conditions

- i. It is the landlord's responsibility to maintain an appropriate insurance policy to indemnify against all available perils to ensure the subject property is covered and allows it to be occupied by paying tenants on a shorthold tenancy.
- ii. Wilkinson Walker Limited will not be held responsible for any unpaid rent or expenses incurred by the tenant, however every endeavour will be given to minimise this likelihood and report early to the landlord any rent arrears.
- iii. Evidence is required that the persons signing the tenancy give Wilkinson Walker authority to let the property have the legal capacity to do so. If there is a mortgage on the subject property then evidence shall be required that that the lender has given consent to let.
- iv. Should your tenants leave the property with or without your consent during the first six months of any tenancy agreement then we reserve the right to charge a further finders fee if you require us to find a new tenant.

Bank Details

Please provide details of the account where you would like rental monies paid to.

Account Name:
Account Number:

Bank Name
Sort Code:

Signatures

I confirm that I have read all the above information and provided relevant documentation.

Signed: _____
Print Name: _____
Dated: _____

Signed: _____
Print Name: _____
Dated: _____

Signed on behalf of Wilkinson Walker

Signed: _____
Dated: _____

