

# CHRIS WILKINSON

INDEPENDENT ESTATE AGENT, MORTGAGE  
AND INSURANCE ADVISER, LETTING AGENT



**Wilkinson Walker Limited**

**Property Management and Lettings**

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**Irlam**

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## **Introduction Only Service Agreement**

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

## **Fees**

- Our fees for an Introduction Only service will be one months rent, which will be collected as the tenant moves into the property.

## **Services**

- 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.
- Arrangement of the Energy Performance Certificate – at you expense
- Arrangement of Gas Safety Certificate – at your expense
- Instructing tenant referencing and credit checks.
- Drawing up the initial 6/12 month shorthold tenancy agreement.
- Handling collection of the 1<sup>st</sup> months rent and deposit payment.
- Setting up the standing order from tenant to the landlord for the 2<sup>nd</sup> and consecutive rent payment.
- Copies of tenancy issued to Landlord and Tenant.
- Handing over of keys and arranging a moving in date.

## **Introduction Only Service – Landlord Responsibility**

- To read all meters.
- Inform all Utility Companies including Council Tax.
- Arranging an Inventory ( if required).
- Tenancy renewal at the end of the original Shorthold Tenancy Agreement. ( This can be arranged by Chris Wilkinson for an additional fee of £50.00)
- Agreeing the release of the deposit and reporting any issues to the agent at the end of the tenancy.
- Property inspections when required.
- Repairs and ongoing maintenance with contact direct with the tenant.
- Updating of the Gas Safety Certificate Annually.

## 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 unreasonably.
- 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.

**Address of the Property to be**

**Let:** \_\_\_\_\_

**Date Property**

**Available:** \_\_\_\_\_

**Monthly Asking**

**Price:** \_\_\_\_\_

**Full names of Legal**

**Owners:** \_\_\_\_\_

**Address of**


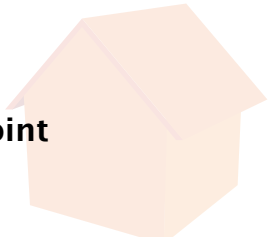
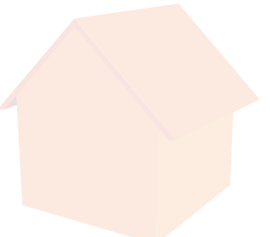
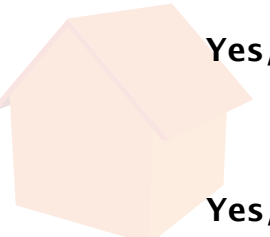
**Owners:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Numbers:**

\_\_\_\_\_

**Do you own this property**

					<b>Yes/No</b>
<b>Is the property in joint names</b>					<b>Yes/No</b>

**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 a 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 Purposes

Are you a UK resident for tax purposes?

Yes/No

## Bank Account ( for rental monies)

Account Number :

Sort Code:

Account Name:

Bank Branch( name and address):

## 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

**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.

**Additional Information**

Will you consider people with children residing at the property

**Yes/No**

Is the property furnished or unfurnished?

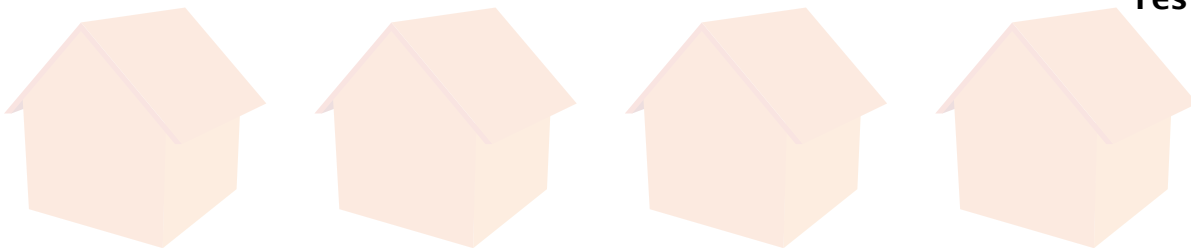
If furnished please provide a separate list detailing items being left

will you consider tenants with pets?

**Yes/No**

Will you consider Smokers?

**Yes/No**



**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

**Yes/No**

Please provide copies of the agreements

**It is the landlords responsibility to ensure the gas safety certificate is renewed every year**

## Visual 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 ( will be 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 1<sup>st</sup> 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

## **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.

**In signing this agreement you will hereby give Wilkinson Walker Limited authority to provide your names and telephone number to the tenants once the agreement has been signed : I understand any problems/queries relating to the property will be my responsibility.**

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

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Dated:** \_\_\_\_\_