



RESIDENTIAL LETTINGS DEPARTMENT

FEES AND OPTIONS OF SERVICE

Members of:

The National Federation of Property Professionals
The Association of Letting Agents
Clients Money Protection Bond
Tenancy Deposit Scheme



LANDLORD CHECK LIST

It is essential that we make sure that you, our client, are compliant with all current legislation. Failure to do so could result in fines, or worse.

Whilst highlighting the legal requirements, it is also useful to make sure everything is planned for the outgoing move. Some of the items, you may have requested us to arrange.

- 1. Gas safety certificate**
- 2. Electrical safety certificate**
- 3. Smoke and CO alarm certification**
- 4. Legionella assessment**
- 5. PAT test**
- 6. Approval from lender to rent, if applicable**
- 7. Approval from housing association to rent, if applicable**
- 8. Non resident landlord tax registration**
- 9. Carpets cleaned**
- 10. Property cleaned**
- 11. Gardens and shrubs cut. Fences in good repair.**
- 12. Meters read. Meter cupboards accessible. Doors operational.**
- 13. Post redirected**
- 14. BT notified**
- 15. The landlord is required to provide an operational television service.
The tenant may request permission to install a satellite dish.**

The following conditions apply in addition to the information within this leaflet:

1. Unless otherwise agreed, our appointment as Managing Agents is for the duration of the tenancy and any renewal or extension thereof to the same tenant, subject to three month's notice to terminate on either side. This should coincide with the end of the current tenancy agreement or any renewal thereof.
2. Whilst every effort is made by Ridgeway Estate Agents to ensure that rents are demanded and collected on time, Ridgeway cannot accept financial responsibility for any unpaid amounts due.
3. Ridgeway Estate Agents agrees to manage the property on behalf of the client, to collect rents and to instruct contractors to carry out repairs which are the landlord's responsibility when necessary.
4. The client will reimburse Ridgeway Estate Agents for any expenses properly incurred in connection with the management of the property, including any steps taken in the event of an emergency to ensure the safety of the tenant and the property.
5. The client understands that Ridgeway Estate Agents' responsibility does not extend to taking legal action for possession of the premises or recovery of sums due.
6. The client confirms that he/she is the sole or joint owner of the property and he/she has the right to rent out the property under the terms of his/her mortgage (if there is a mortgage on the property) or head lease.
7. Ridgeway Estate Agents shall have no responsibility to a tenant, lessee or third party other than the client under the terms of this agreement.
8. The client will indemnify Ridgeway Estate Agents against any loss or damage, or any legal fees incurred by Ridgeway Estate Agents in the course of conducting the management of the property resulting from any act, neglect or default of the client or his agents, employees, licensees or customers or any incorrect information provided by the Landlord to the Agent.
9. Ridgeway Estate Agents entire liability in respect of services provided shall not exceed £25,000.

All charges incurred will be deducted at source and VAT will be added unless stated as included.

ACCEPTANCE OF TERMS

PROPERTY ADDRESS
LANDLORD

I/we agree to the above terms and conditions
I/we am/are resident/non resident for UK tax purposes

SIGNED

PROPERTY MANAGEMENT INFORMATION

Full name of owner (s)

Address of property

Telephone Work Mobile
Email

DO YOU HAVE A REPRESENTATIVE IN YOUR ABSENCE?

Name
Telephone

Do they hold a key? Yes/No
Do they hold Power of Attorney? Yes/No

BANK DETAILS

Account name
Bank
Address
Account number
Sort code

RENT STATEMENTS

We will email your statements on a monthly basis unless instructed otherwise

TENURE

Is the property Freehold/Leasehold?
If Leasehold, we recommend that the landlord maintains any payments regarding ground rent and service charges.

The property is available from

TENANT OPTIONS

Pets	Yes/No/Agents' Discretion
Smokers	Yes/No/Agents' Discretion
Professional Sharers	Yes/No/Agents' Discretion
Children	Yes/No/Agents' Discretion
Benefits	Yes/No/Agents' Discretion

COUNCIL TAX BANDING

Local Authority
Band

SOLICITOR

Company
Contact

MORTGAGE LENDER

Lender
Address
.....
Account number

INSURANCE POLICY DETAILS

Buildings
Contents
Utility cover eg British Gas

Please note any individual items with a value over £1,000
.....

KEYS

We recommend that we provide the tenant with two sets of keys and that Ridgeway Estate Agents hold an additional set for management and emergencies.

LOCATION OF METERS AND SERVICE PROVIDERS

Gas meter	Gas provider
Electric meter	Electric provider
Water meter	Water provider
Oil meter	Oil provider
LPG meter	LPG provider
Stop cock	
Time clocks	
Any key codes.....	

REPAIRS AND PREFERRED TRADESMEN

Authority given to Ridgeway Estate Agents to spend without reference on any single item (emergencies excluded) - £150 suggested figure

Agreed/Other amount

Ridgeway Estate Agents have a panel of regular and reliable tradesmen that we call on when needed. If you have a preferred contractor, or wish to undertake your own maintenance, please advise below.

Plumber	Telephone
Electrician	Telephone
General	Telephone
Gardener	Telephone