

## Let Only Service

Thank-you for requesting information about Montrose's *Let Only* service.

Our charge to advertise your property is £60 inc. vat. Please pay this amount when you supply us with the details of your property. This will include advertising on our list of accommodation available and on our web site.

We need you to provide us with a current *Energy Performance Certificate* before we can advertise your property. These are available from us at a cost of £65.00 inc. vat if required.

If you forward some digital photographs, we will upload them to our website or we will make arrangements to visit your property and take some ourselves.

Please inform us of your preferred method of how you wish us to show your property to potential new tenants. You can either show people around yourself, we can arrange with any current tenant or if you leave us some keys, we can do accompanied viewings for you.

We will always make every effort to notify you of any interest before committing to a let. Please be sure to leave us with as many contact details as possible.

Upon a successful let, our charge is the equivalent to 2 weeks rent plus vat, minus the £60 advertisement charge.

This charge includes the drawing up of the tenancy agreement, one reference (usually employer's reference) and informing the council tax office of the new tenant and move in date. We will collect a deposit on your behalf in the form of a cheque only payable to you. You will then be responsible to register the deposit with a deposit scheme of your choice. This is important legislation and should not be ignored. Please ask should you require any advice.

If you do not wish us to erect a *To Let* board, please let us know.

If you wish to proceed, please complete the form overleaf and return to us with the correct remittance. Our website is usually updated at least twice weekly; your details will be entered on the next update. Please note that the more information you provide us with about your property, the more information we can advertise.

If you require any further information or assistance, please contact our office at the address below. Thank you for your business.

# Let Only Authorisation

**Full Address of Property To Let** (please include the postcode)

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Name of Current Tenants ..... To arrange viewings contact - Landlord

Tenants Contact Tel. No ..... Tenants  Montrose to do viewings

**Property Details** Total No of bedrooms ..... No of double beds ..... Studio

Type of property **House** - Detached  Semi  Terrace  Bungalow   
**Flat** - Basement  Ground floor  1<sup>st</sup> Floor  2<sup>nd</sup> floor or above

Facilities G/C/H  Electric Heating  Alarm  Microwave  Plumbing 4 Washer  Washing Machine   
Parking  Garage  Gardens  Shower  Bath   
Dryer  Freezer  Fully Furnished  Part Furnished  Un-furnished

Other useful information .....

Are there any other agents involved, if so which ones? .....

Rent £ Any Rent Concessions? .....

Deposit £ Date Property Available .....

Do you object to us erecting a 'To Let' board at the property? Yes/No\*

*\* Delete as applicable*

## Landlord Full Name & Home Address

Telephone Numbers

Home ..... Mobile .....

Work ..... Fax .....

E-mail .....

Postcode .....

I confirm that

- I am authorised to let the above property.
- The gas, electric and furnishing regulations are adhered to within the property.
- The property is insured and my insurance company and any lender have been informed that the property is let or to be let.
- Any deposit I receive will be registered with one of the three Tenancy Deposit Schemes available to me within 14 days of receiving/start of the tenancy and I will inform the tenants in writing accordingly to comply with the terms of the *Tenancy Protection Scheme*.
- I enclose a copy of the *Energy Performance Certificate* / I enclose payment of £65.00 payable to *Montrose Properties* to carry out Energy Performance Inspection by a qualified inspector. (Delete as appropriate)
- All the above information is correct and I shall inform Montrose Properties of any changes to the above.
- I have read the notes overleaf and agree to the terms stated.

Signed .....

Name ..... Date .....