



## Let Only Service

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

Our charge to advertise your property is £60.00 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.



MONTROSE PROPERTIES (DIDSBUY) LTD. 20A LAPWING LANE, DIDSBUY, MANCHESTER M20 2WS  
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email: [info@montroseproperties.co.uk](mailto:info@montroseproperties.co.uk) V.A.T. REG. NO. 560 8099 27 REGISTERED IN ENGLAND NO. 3432778



OUR SERVICE WILL "ACCOMMODATE" YOU

# Let Only Authorisation and Property Information

**Full address of property to be let**  
(please include the postcode)

.....  
.....  
.....  
.....

**To arrange viewings contact:**

Landlord   
 Tenant   
 Montrose to do Viewings

**Landlord full name & address**

**Name of current tenant(s) and contact information (if applicable)**

.....  
.....  
Tel.....

.....  
.....  
.....

Post Code .....  
 Telephone Numbers  
 Home.....  
 Mobile.....  
 Work.....  
 E-Mail.....

Advertised Rent      £                      pcm  
 Deposit                      £  
 Available Date                      .....

We normally erect a *To Let* board at the property. If you do not want a board please tick box

**Details of your property**

Type ..... Total No. of Bedrooms .....

If flat on which floor ..... No. Double Bedrooms .....

Furnished? – Non/Part/Fully\*

*\*Delete as applicable*     *Tick as appropriate*

|             |                          |                      |                          |
|-------------|--------------------------|----------------------|--------------------------|
| Gas Central |                          |                      |                          |
| Heating     | <input type="checkbox"/> | Eco 7/Smart Heat     | <input type="checkbox"/> |
| Shower      | <input type="checkbox"/> | Gas/Electric* Cooker | <input type="checkbox"/> |
| Dryer       | <input type="checkbox"/> | Door intercom        | <input type="checkbox"/> |
| Fridge      | <input type="checkbox"/> | Freezer              | <input type="checkbox"/> |
| Garage      | <input type="checkbox"/> | Dishwasher           | <input type="checkbox"/> |
| Cellar      | <input type="checkbox"/> | Burglar Alarm        | <input type="checkbox"/> |
|             |                          | En-Suite B/Room      | <input type="checkbox"/> |
|             |                          | Washing Machine      | <input type="checkbox"/> |
|             |                          | Double Glazing       | <input type="checkbox"/> |
|             |                          | Microwave            | <input type="checkbox"/> |
|             |                          | Off road parking     | <input type="checkbox"/> |
|             |                          | Garden               | <input type="checkbox"/> |

**I confirm that**

- I am authorised to let the 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 to be let and I have permission to do so.
- Any deposit I receive will be registered and dealt with under the rules of the ‘Deposit Protection Service’ within 14 days of the tenant paying the deposit and I will inform the tenants in writing of the details of the scheme.
- I enclose a copy of the current
 

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>Gas Safety Certificate</b>         | <input type="checkbox"/> |
| <b>Electrical Safety Certificate</b>  | <input type="checkbox"/> |
| <b>Energy Performance Certificate</b> | <input type="checkbox"/> |
- I have read the notes overleaf and agree to the terms stated.

Signed ..... Date .....

Name .....

**Incorrect information**

The Landlord warrants that all the information he has provided to the Agent is correct to the best of his knowledge and belief. In the event that the Landlord provides incorrect information to the Agent which causes the Agent to suffer loss or causes legal proceedings to be taken the landlord agrees to reimburse and compensate the Agent for all losses suffered.

**The following clauses are in force if the agent allows the landlord to hold the deposit outside The Dispute Service**

If you/the Landlord decide(s) to hold the Deposit yourself, we will transfer it to you within 5 days of receiving it. You/the Landlord must then register it with another Tenancy Deposit Protection Scheme within a further 9 days if the Tenancy is an Assured Shorthold Tenancy. If you fail to do so the Tenant can take legal action against you/the Landlord in the County Court. The Court will make an order stating that you/the Landlord must pay the Deposit back to the Tenant or lodge it with the custodial scheme which is known as the Deposit Protection Service. In addition a further order will be made requiring you/the Landlord to pay compensation to the Tenant of an amount equal to three times the Deposit. You/the Landlord will be unable to serve a Section 21 Notice on your Tenant until compliance with the above conditions and the Court will not grant you/the Landlord a possession order. We have/the Agent has no liability for any loss suffered if you/ the Landlord fail to comply.

**OR**

If you/the Landlord decide(s) to hold the Deposit and the Tenancy is an Assured Shorthold Tenancy you/the Landlord must specify to us/the Agent prior to the start of the Tenancy under which other Tenancy Deposit Protection Scheme the Deposit will be covered. If the Deposit is covered by Tenancy Deposit Solutions you/the Landlord must provide proof of membership, together with a copy of the insurance policy before the Deposit can be released. If the Deposit is to be sent to the custodial scheme known as the Deposit Protection Service (DPS) we/the Agent will forward the Deposit to the DPS and register the details of the Tenancy on your behalf OR give you a cheque for the amount of the Deposit made payable to the DPS for you to forward within nine days.

Confirmation of Receipt and Understanding

Signed (Landlord).....Name.....