



Terms of Business

Landlord Engagement



Managing Agent Instruction:

I hereby appoint Urpac Property Management Ltd trading as Urpac Property Management (hereafter "Urpac" / "Urpac PM" / "Urpac Property Management" as my sole agent to undertake all marketing and management of all those properties referred to Urpac by me in accordance with the Terms and Conditions detailed in writing in this contract until such time as this contract is terminated in writing. In particular, I appoint Urpac to receive rents and accounts to me after deductions for outgoings and management expenses.

Client Name: Miss U Rpad
Tel: 01174270011

Email: hello@urpadpm.property

Address: 154, Henleaze Road
Bristol
Gloucestershire
BS9 4NB

Client Name:
Tel:
Email:
Address:

Schedule 1 -

Property Address
154, Henleaze Road
Bristol
Gloucestershire
BS9 4NB

See clause 13. This agreement will also cover any other properties that the landlord instructs Urpac to perform the services for unless otherwise agreed.

Agreed Management Fee

10% plus VAT

So if the monthly rent is £1,000 the management fee will be: £120 if 10% including VAT (12% gross)

1 Terms and Conditions

1.1 This agreement sets out the terms of our agreement and states the relationship between us. Unless we agree otherwise in writing with you, the terms set out herein will apply to your current instructions and to any future instructions that you give us.

1.2 By signing this contract, you agree that we can market your property until the commencement of a tenancy, manage your property throughout the tenancy, and continue to market and manage your property through any successive tenancies until such time as you instruct us in writing that you wish to terminate this contract in accordance with section 6 below.

1.3 It is agreed that, from time to time, the agent may vary the terms of this contract by written notice of no less than one calendar month advising you of such changes and the date at which those changes shall take effect. Should the landlord question these changes, please contact us for more information and we will communicate on an individual basis. Cancellation of the agreed terms is referred to in clause 6 of this agreement.

2 Appointment

2.1 The Landlord appoints Urpac as their agent to perform the Services during the Contract Period and Urpac hereby accept such appointment.

2.2 The Landlord authorises Urpac to sign on the Landlord's behalf any tenancy agreement, or notice or other document relating to the letting of the Property not required to be executed as a deed for the purpose of performing the Services provided that Urpac give to the Landlord written notice of the same.

2.3 Urpac shall co-operate with any other professional advisers instructed by the Landlord in relation to the Property whose names have been notified to Urpac by the Landlord.

3 The Services

Urpac agree to perform the following Services:

3.1 Pre-marketing advice and action

3.1.1 To inspect the Property and prepare and submit draft particulars for letting to the Landlord for approval.

3.1.2 To initially advise of the rent to be asked, the method of marketing and advertising, and of what works of decoration, furnishing and cleaning are required to present the Property to the Landlord's best advantage, and to organise at the Landlord's expense any such necessary works.

3.1.3 To obtain the Landlord's instructions on any restrictions on, or criteria to be met by,

prospective tenants and to follow such lawful instructions.

3.1.4 To assist the Landlord in fulfilment of the Landlord's legal obligations and any regulatory requirements affecting the letting of the Property.

3.1.5 To arrange for the Property to be cleaned before possession is given to the tenant and to supervise all such works required.

3.1.6 To arrange for a gas safety certificate to be issued in relation to the Property and supplied to the tenant before possession is given to the tenant and to arrange for any other safety inspections required by law to be carried out and satisfied before possession of the Property is given to the tenant.

3.1.7 To commission an energy performance certificate if required by law or co-operate with any other professional advisers instructed by the Landlord in connection with such documents.

3.1.8 To commission and Electrical Inspection Condition Report as required by law if a satisfying document is not provided by the landlord

3.1.9 Subject to clause 5.2.2 two months before the end of a tenancy Urpac will re-market the property and/ or prepare a new tenancy agreement for the existing tenants.

3.2 Seek Tenants

3.2.1 To instruct local agents to seek and find tenants for the Property.

3.2.2 To arrange accompanied viewings for all prospective tenants viewing the Property.

3.2.3 To instruct a third party to obtain and take up references for the tenant.

3.2.4 To report all offers, and make the references available, to the Landlord and advise upon them.

3.2.5 Urpac may appoint an approved and vetted letting agent to find a Tenant for the property at the market rent.

3.2.6 To erect a sign board advertising the property as 'To Let' or 'Let By'.

3.3 Consents

To advise the Landlord to ascertain what consents to the letting from superior landlords, mortgagees and others may be required by the Landlord, and if requested to do so by the Landlord, to apply for all necessary consents at the Landlord's expense.

3.4 Tenancy agreement and notices

3.4.1 To prepare on the Landlord's behalf the tenancy agreement in such form as may have previously been agreed with the Landlord, recording the agreed terms and where appropriate in conformity with the terms of any headlease and to sign it on the Landlord's behalf before possession is given to the tenant.

3.4.2 To prepare and serve on the Landlord's behalf all notices required to be served on the tenant before possession is given to the tenant and to obtain copies signed by the tenant as evidence of receipt and to promptly supply such copies to the Landlord.

3.5 Inspections

- 3.5.1 To arrange for an inventory and schedule of condition of the Property and its furnishings and fittings to be taken by a suitable independent person, to supply a copy to the tenant, and to request the tenant's agreement to it as a true and correct record.
- 3.5.2 To arrange regular interim inspections of the property at quarterly intervals.
- 3.5.3 To arrange a snagging inspection of all new build properties and to report snags to the developer or vendor if required.
- 3.5.4 To arrange PAT testing on the landlord's portable electrical equipment at appropriate intervals if the Landlord opts in to these services.

3.6 Rent

- 3.6.1 On completion of the tenancy agreement and before possession is given to the tenant to collect the following:
 - 3.6.1.1 One months' rent.
 - 3.6.1.2 All other permitted sums due from the tenant on completion (or as the case may be).
- 3.6.2 To collect the rent from the tenant monthly, or as required under the tenancy agreement and to pass the rent, less any deductions, to the Landlord within 7-14 days of receipt.

3.7 Deposit

- 3.7.1 On completion of the tenancy agreement and before possession is given to the tenant to collect from the tenant a deposit and to deal with it in accordance with a deposit protection scheme referred to in the tenancy agreement and in accordance with applicable law, at the landlord's expense. Any interest accrued on funds held are payable to the Managing Agent.
- 3.7.2 As an alternative to a cash deposit we will offer a zero deposit option in partnership with Reposit.
 - 3.7.2.1. The following provisions are intended to apply to the agreement between the Letting Agent and the Landlord ("the Agreement") and the provisions set out herein shall have effect as if set out in full in the body of the Agreement.
 - 3.7.2.2. Where there is a conflict between the provisions of the Agreement and the following provisions, the following provisions shall take precedent.
 - 3.7.2.3. As an alternative to taking a deposit from a tenant, we may offer the deposit alternative product from Reposit. Where that is the case and the tenant opts for Reposit's product, the following shall apply:
 - a. Any clauses relating to Deposit or Prescribed Information within our original agreement should be disregarded. All other provisions of the Agreement shall remain in full force and effect.
 - b. No security deposit shall be taken from any prospective tenant of the Property and in its place, you will have the benefit of Reposit's services which include: the notification and collection of end of tenancy charges, dispute resolution and insurance cover up to the value of

8 week's rent or £5,000, whichever is less. It is important to note that whilst you, the landlord, will be covered by the Reposit product and paid by them, the tenant remains fully liable for all dilapidations and rent arrears. Thus Reposit will continue to pursue the tenant for any valid end of tenancy charges even if you have already been repaid by Reposit.

c. We will both be bound by the terms and conditions set out in the Reposit Supplier Agreement.

3.7.2.4. You agree we may receive a commission from Reposit in relation to any sums paid to it by a prospective tenant.

3.8 Notifications

3.8.1 Utilities

The Landlord hereby authorises the Letting Agent, as its agent, to appoint an energy supplier either directly or via a broker of their choice as the electricity and/or gas supplier for the property; however, this will not prevent the Landlord from changing to a different energy provider if desired.

3.8.2 The Landlord agrees that the Letting Agent may pass the Landlord's name and contact details to the appointed utility company:

(a) registering the electricity and/or gas meters at the property with the supplier, providing electricity and gas to the property and administering the Landlord's account;

(b) registering the Landlord with the incumbent water supplier to the property. The water supplier may contact the Landlord in order to provide further information about its services and products and conclude an agreement with the Landlord for those services and products.

3.9 Redirect any of the Landlord's mail from the Property as shall come into Urpads possession. This may be scanned and emailed or sent by post. Charges may apply. See Schedule 2.

3.10 After completion

3.10.1 To arrange for stamping of the counterpart tenancy agreement if required.

3.10.2 At the Landlord's expense to carry out any emergency repairs necessary to fulfil the landlord's repair obligations under Housing Act 1985, necessary to maintain the property as a habitable abode, or otherwise necessary to protect against damage to persons or property. The Landlord authorises our out of hours emergency cover service to effect emergency repairs up to a value of £400 plus VAT without reference to the Landlord. Where we do not hold enough funds to cover these costs the landlord will be asked to pay these upfront to allow for works to be completed.

3.10.3 To arrange minor repairs and disbursements at a cost estimated to be less than £250

plus VAT without instruction.

3.10.4 During the tenancy to investigate reported faults and instruct suitable contractors to carry out the necessary repairs. Urpac may receive commission from contractors for instruction.

3.10.5 To accept bills and invoices on your behalf and to pay any and all property related bills and invoices that appear to us to be correct. These will be accounted for on your statement and may incur a charge. See schedule 2. Urpac does not accept responsibility if the bills are incorrect.

3.10.6 To register every new tenancy (subject to meeting certain criteria) on a rent protection and legal cover scheme operated by Urpac in conjunction with their insurer. **Whilst not recommended, the Landlord may choose to opt out of this service by providing written notice in advance of the property being advertised.**

3.11 Compliance with legislation

In carrying out the Services to comply with the provisions of all statutes and subordinate legislation and any codes of management practice required or provided for under any such legislation. Whilst we make every attempt to inform to contact you, we will ensure that you and us as managing agents keep your property compliant at all times.

4 Our obligations

Urpac agrees with the Landlord:

4.1 Indemnity

To indemnify the Landlord and keep the Landlord indemnified from and against any and all loss, damage and liability (whether criminal or civil) suffered by the Landlord by reason of any breach of this Agreement by Urpac or any negligence or wilful misconduct on Urpac part.

4.1.1 Confidentiality

Except where disclosure is required by an order of the court or in order to comply with the requirements of any statutory or other competent authority, not at any time during or after the Contract Period to:

4.1.2 Divulge or allow to be divulged any information about the property to any person except to persons authorised in writing by the Landlord.

4.1.3 Use any information about the property for any purpose except for the proper performance of the Services in accordance with the terms of this Agreement.

4.2 Delegation

That Urpac may sub-contract to a competent supplier the carrying out of the Services without the Landlord's prior written consent.

4.3 Empty Property Exclusion

The Service does not ordinarily include the supervision of empty properties, whether empty prior to a tenant moving in, between tenants or after a tenant has vacated. Once a property is untenanted, Urpac reserves the right to require payment in advance for any services supplied to the property or subcontractor payments. The Landlord agrees that Urpac is under no obligation to visit empty properties on a regular basis. Should the Landlord require the property to be visited while empty, for example to fulfil insurance obligations, this will be by specific arrangement with an additional cost incurred and will not occur automatically. See Landlord fees schedule 2.

5 The Landlord's obligations

The Landlord agrees with the Agents throughout the Contract Period:

5.1 Initial action

5.1.1 To provide or procure that the Landlord's previous agents (if any) provide, to Urpac all information about the property reasonably in their possession (or copies of them) necessary to market the Property for letting by Urpac, and to establish the records necessary to provide the Services.

5.1.2 To obtain all consents to letting required from superior landlords and mortgagees and to supply copies to Urpac.

5.1.3 To advise Urpac if the Property is held under a lease where a term of less than 5 years remain outstanding.

5.1.4 To provide Urpac with two sets of keys to the Property plus one further set per Tenant

5.1.5 If the Property is subject to a House in Multiple Occupation License, or other licensing scheme, to obtain such a license, a copy of which must be available for inspection by Urpac.

5.1.6 To ensure that buildings and contents (if applicable) insurance is in place for the Property and obtain written consent to the letting from the insurers prior to the commencement of the term of letting a copy of which must be available for inspection by Urpac on request.

5.1.7 To ensure that your property complies in full with all relevant regulations and legislation regarding electrical, gas and other safety and are fit and safe for human habitation.

5.1.8 To ensure that the property has a current Energy Performance Certificate (EPC) with a rating of E or above. The Landlord acknowledges that the property cannot be marketed without one.

5.1.9 To ensure that any furniture supplied by the landlord is compliant with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 1 (as amended in 1989 2 and 1993 3).

5.2 Instructions

5.2.1 On request by Urpac to do so, promptly to give instructions and decisions in writing within 48 hours of request, or if given verbally to confirm them in writing within seven days; Urpac need not comply with any instruction not given or confirmed in writing.

5.2.2 If the Landlord does not wish Urpac to re-market the property pursuant to clause 3.8 the Landlord will give notice to Urpac in writing at least 2 months before the end of the existing

tenancy.

5.3 Payment of Fees

To pay to Urpad:

5.3.1 The Fees set out above in this contract and in our Landlord Fees info pack Schedule 2 of this agreement.

5.3.2 On demand any payments made by Urpad pursuant to clauses 3.1.1 to 3.10 inclusive.

5.3.3 Any VAT chargeable in addition to the Fees.

5.3.4 Where the cost for any authorised works are above 80% of a whole months rent we will seek upfront payment prior to proceeding.

5.3.5 To permit Urpad to deduct all such sums from money due to the Landlord from any rent received by Urpad.

5.4 Indemnity

To indemnify and keep Urpad indemnified from and against any and all loss, damage or liability suffered by Urpad inclusive of any legal fees and costs properly incurred in the course of providing the Services, as decided by a court of law, unless caused by Urpad acting outside the scope of our authority as set out in this Agreement or our wilful misconduct or negligence.

5.5 Ratification

To ratify all acts deeds and things properly done by Urpad in connection with the provision of the Services.

5.6 Rent Deposit Bond

That where a tenant disputes a bond deduction it may be necessary for the disputed amount to be deducted from the Rent until the relevant deposit protection scheme's investigation is concluded.

Urpac are not responsible for instances where the relevant deposit protection scheme allocates the disputed bond monies to the tenant.

6 Termination

6.1 Either Party may end this Agreement by serving not less than 6 months written notice by registered post or email. 6 months commission charges will be applied in advance and taken from the next rent payment. The property will be managed by Urpac for the following 6 months or the landlord can take back the property in this period.

6.2 If this Agreement is ended by the Landlord after an acceptable tenant who is willing and able to take up the tenancy is found, the Fees set out within schedule 2 shall be payable in full, whether or not the grant of the tenancy is completed.

6.3 The ending of this Agreement shall be without prejudice to any rights which have already accrued to either of the Parties under this Agreement.

6.4 If signed online, or otherwise away from our premises, the Landlord shall be entitled to cancel this agreement within 14 days, in which circumstances, Urpac shall be entitled to recover reasonable expenses for works undertaken.

7 Interpretation

In this Agreement unless the context otherwise requires:

7.1 Words importing any gender include every gender.

7.2 Words importing the singular number include the plural number and vice versa.

7.3 Words importing persons include firms, companies and corporations and vice versa.

7.4 References to numbered clauses and schedules are references to the relevant clause in or schedule to this Agreement.

7.5 Reference in any schedule to this Agreement to numbered paragraphs relate to the numbered paragraphs of that schedule, unless otherwise stated.

7.6 Any obligation on any Party not to do or omit to do anything is to include an obligation not to allow that thing to be done or omitted to be done.

7.7 The headings to the clauses, schedules and paragraphs of this Agreement are not to affect the interpretation.

7.8 Any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment.

7.9 Where the word 'including' is used in this Agreement, it shall be understood as meaning 'including without limitation'.

8 Notices

8.1 Any notice to be given under this Agreement (save as specified in conditions 6.1 – 6.2) shall be in writing and shall be sent by first class mail or air mail, or by facsimile or e-mail (confirmed by first class mail or air mail), to the address of the relevant Party set out at the head of this Agreement, or to the relevant facsimile number set out below, or such other address or facsimile number as that Party may from time to time notify to the other Party in accordance with this clause. The Landlord warrants that the contact information given at the head of this agreement is an appropriate address for service.

The relevant contact information for White Label Property Management Ltd trading as Urpad Property Management is:

154 Henleaze Road, Bristol, BS9 4NB
services@urpadpm.property

8.2 Notices sent as above shall be deemed to have been received 3 working days after the day of posting (in the case of inland first class mail), or 7 working days after the date of posting (in the case of air mail), or on the next working day after transmission (in the case of facsimile messages, but only if a transmission report is generated by the sender's facsimile machine recording a message from the recipient's facsimile machine, confirming that the facsimile was sent to the number indicated above and confirming that all pages were successfully transmitted), or next working day after sending (in the case of e-mail).

8.3 In proving the giving of a notice it shall be sufficient to prove that the notice was left, or that the envelope containing the notice was properly addressed and posted, or that the applicable means of telecommunication was addressed and dispatched and dispatch of the transmission was confirmed and/or acknowledged as the case may be.

8.4 The parties' address for service may be changed by giving notice in writing.

9 Assignment

9.1 Subject to clause 9.2 neither party may assign, delegate, subcontract, mortgage, charge or otherwise transfer any or all of its rights and obligations under this agreement without the prior written consent of the other.

9.2 Urpad may however novate or transfer all of its rights and obligations under this Agreement to any person to which Urpad transfers all of its business, to the extent permissible by law, provided also that the transferee undertakes in writing to the Landlord to be bound by Urpad obligations under this Agreement.

10 Jurisdiction and governing law

The validity, construction and performance of this Agreement shall be governed by laws of England and Wales and shall be subject to the exclusive jurisdiction of the English and Welsh courts to which the Parties submit.

11 Contracts (Rights of Third Parties) Act 1999

For the purposes of the Contracts (Rights of Third Parties) Act 1999 [and notwithstanding any

other provision of this Agreement] this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

12 Waiver

No failure or delay by either Party in exercising any right, power or privilege under this Agreement shall impair the same or operate as a waiver of the same nor shall any single or partial exercise of any right, power or privilege preclude any further exercise of the same or the exercise of any other right, power or privilege. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights and remedies provided by law.

13 Additional Properties

The Landlord agrees that that the fees, terms and conditions of this agreement will extend to any subsequent properties that the Landlord instructs Urpac to perform the Services for unless otherwise agreed and new terms will be in completed specific to that property.

14 Exclusions

14.1 We cannot warrant or guaranty the fitness for purpose, quality or otherwise of any tenant or services provided by a third party and we do not accept liability for any failure on their part.

14.2 To the maximum extent permissible by law, our entire liability in respect of Services provided shall not exceed £5,000 per property.

14.3 Each condition in this document excluding liability operates separately and if any provision is held unenforceable, the others shall continue to apply.

14.4 Force Majeure shall not entitle either party to terminate this agreement, and neither shall either party be held in breach or otherwise liable for any delay in performance or non-performance due to circumstances beyond its control.

15 Complaints

15.1 In the event that we cannot deal with your complaint informally, please address it in writing to the relevant address in 8.1.

15.2 Urpac is a member of The Property Ombudsman scheme. If we cannot resolve your complaint to your satisfaction, you have the right to ask them to review you claim. Further details can be found at www.tpos.co.uk

16 Definitions

In this Agreement the following words shall have the following meanings: ‘

Contract Period' The period starting on the date 7 days from the date hereof and continuing until ended in accordance with clause 6;

'Deposit' Any money paid by the tenant as security for the fulfilment their obligations under the tenancy agreement; '

Fees' The commission and other remuneration payable for the Services under clause 5.3 and set out in Schedule 2

'Landlord' The person entitled to the reversionary interest in the property at the end of the tenancy;

'Urpac' a trading style of Urpac Property Management Ltd;

'Property' The freehold or leasehold or commonhold property particulars of which are set out in Schedule 1, together with any other present or future freehold or leasehold property in respect of which you instruct us to act;

'Prospective Tenant' The person whom we introduce to your property with a view to them becoming a tenant and entering into a tenancy agreement;

'Rent' Any money payable to you by your tenant in accordance with the terms of the tenancy agreement.

'Services' The services to be provided by Urpac on the Landlord's behalf in relation to the Property set out in clause 3.

'Tenancy Agreement' An agreement, contract or lease (including any continuation, extension or renewal), whether verbal, in writing, or created by the operation of the law, for the letting of the property;

'Tenant' The person introduce by us to you who, following your instructions, enters into a tenancy agreement with you;

Where it makes sense, singular words may be understood as plural and plural words may be understood as singular, words of one gender include the other gender, and person includes a company or other legal entity.

Signed (client)

Miss Test Test

Signed (agent)

A handwritten signature in black ink that reads 'Andrew Dillon'.

Andrew Dillon - Director

Property Management Fees & Charges (Schedule 2)

Client name:

Monthly Management Fee

Collection of rent, processing payments to landlord, pursue non-payment of rent and provide advice on rent arrears action. We also arrange any required works. Monthly % of rent received and agreed on signing the Terms and Conditions plus VAT.

12% of rent collected including VAT (10% plus VAT of rent collected)

Tenant Find Fee

Includes the costs to re-market the property to find a suitable tenant, viewings, advertising and an appraisal of property to achieve the most appropriate and comparable rent possible.

78% including VAT - (65% plus VAT of one month rent)

Contractual Fees

Tenant References Charge	£60 incl VAT for 1 tenant. £30 incl VAT for a second tenant £18 incl VAT for any additional tenant thereafter £48 incl VAT for a guarantor
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Please note: since 1st June 2019 under the Tenant Fees Act tenants cannot be charged the cost of successfully being referenced. In circumstances where the tenant fails the referencing process, the fee is charged to them from the holding deposit taken at point where they secure the property with us.

Deposit Protection Fee	£30 incl VAT (£25 plus VAT)
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Each tenancy requires the deposit to be protected in a protected scheme. We use My Deposits which is an insurance based scheme.

Out of Hours Call Answering	£1.20 inc VAT per calendar month
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The provision of a call answering, triaging and maintenance arrangement team that provide cover during times when the office is closed including bank holidays and weekends.

Inventory & Checkout Charges .

Each property requires an inventory and check out clerk to visit and provide a report on the property at the start and end of a tenancy. The inventory forms the basis of the interim inspections which are carried out every 3 months for the duration of the tenancy after a tenant moves in. All prices are inclusive of VAT.

*Disclaimer - Please be advised charges may differ due to availability of clerk and varying of prices in the region

Unfurnished			Furnished		
Number of beds	Inventory £	Checkout £	Number of beds	Inventory £	Checkout £
1	96	84	1	126	114
2	108	96	2	138	126
3	132	115	3	162	145
4	156	132	4	186	162
5	198	156	5	228	186
6	210	180	6	240	210

For all properties within the Greater London area (within the M25)

Unfurnished			Furnished		
Number of beds	Inventory £	Checkout £	Number of beds	Inventory £	Checkout £
1	120	114	1	150	144
2	132	126	2	162	156
3	156	150	3	186	180
4	180	162	4	210	192
5	210	192	5	240	222
6	258	216	6	288	258

All student HMO property's are charged at £66 incl VAT per bedroom for inventory and same for checkout

Quarterly Interim inspection £48 incl VAT

Annual Gas Safety Certificate £140 incl VAT
(including service and smoke/CO detector tests)

Electrical Inspection Condition Report £249 incl VAT up to a 3 bedroom property.
£36 incl VAT per additional bedroom thereafter.

Energy Performance Certificate £75 incl VAT

Rent Guarantee

Rent (pcm)	Cost of Premium
0 - £750	£20 plus VAT (£24 inc VAT)
£751 - £1000	£25 plus VAT (£30 inc VAT)
£1001 - £1500	£35 plus VAT (£42 inc VAT)
£1501 - £2000	£45 plus VAT (£54 inc VAT)
£2001 +	£55 plus VAT (£66 inc VAT)

Please note we reserve the right to amend the brackets with two months notice given to those on the policy.

Discretionary Fees

Annual Legionella Inspection £78 incl VAT

New Property Snagging Report £350 incl VAT

If your property is brand new and purchased from the developer directly we strongly recommend a snagging inspection prior to the first let. Please note, a free inventory is included with this service.

Ad Hoc Fees

Many properties, especially leasehold ones, have various additional charges in which the landlord is responsible. If you would like us to process these payments on your behalf there is a small charge per transaction for this service of £18 incl VAT.

Examples include:

- Block Management charges for Apartments
- Ground Rent charges
- Processing Utility Bills and changes of tenancy

Please note: It is the Landlords responsibility to ensure the various agencies/companies we have agreed to pay have our contact details to facilitate us in processing these payments. We cannot be responsible for late payments if we have not had the demands sent to us.

Other charges that may arise

Serving non-eviction notices (s13, s48) £12 incl VAT

Serving eviction notices (s21, s8) £42 incl VAT

£75 incl VAT

Deposit disputes

Court appearance fee £100 per hour incl VAT.

Please note, this includes time taken to travel to the court location.

Rent Review Appraisal Fee £60 incl VAT

Appraisal of current market conditions and demand, rental prices, and issuing documentation.

I sign to confirm my agreement to the terms outlined in the Fees and Charges (Schedule 2)