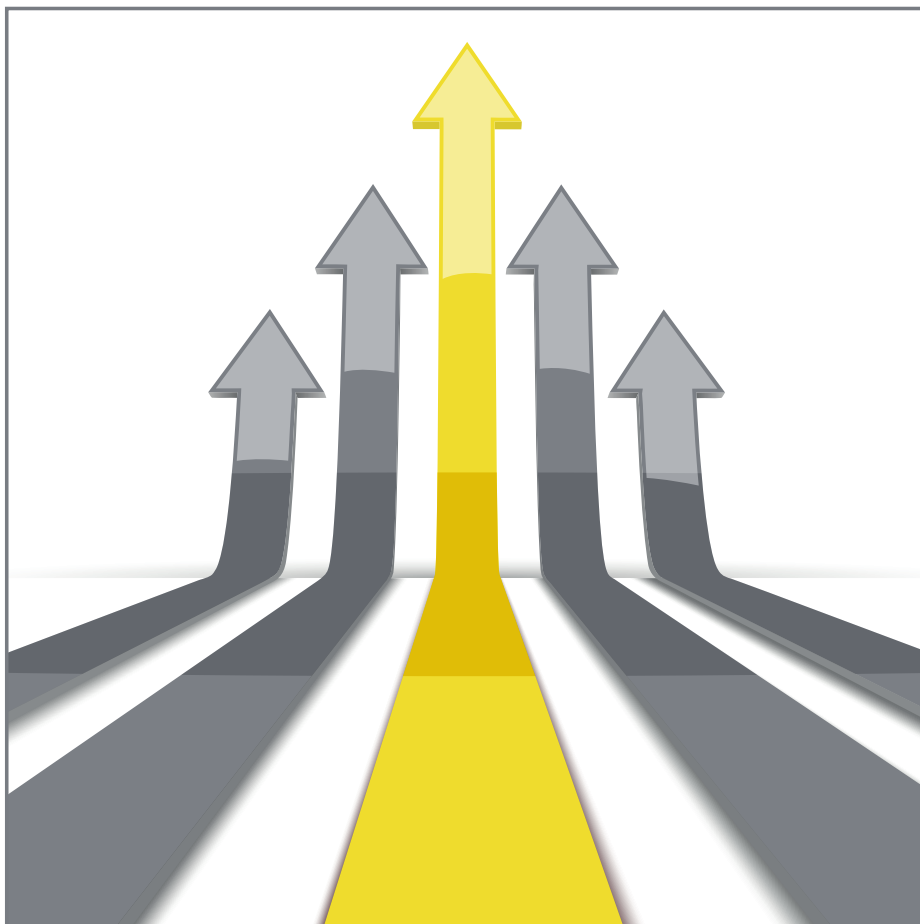


LETTINGS AND PROPERTY MANAGEMENT SERVICES READY TO PROCEED



Pre-Instruction Checklist

DOCUMENTS REQUIRED:

- EPC Certificate
- Photo ID for all Landlords - (driving licence or passport must be certified by a solicitor or professional person if we have not met you and you are posting or emailing)
- Utility bill for proof of current address for all landlords
- Title deed or solicitor's letter confirming ownership of the property
- Authority to Let from your current mortgage company
- Copy of your superior lease (if applicable)
- Authority to sub-let from your superior leaseholder (if applicable)
- Copy of your building insurance
- Copy of your contents insurance or public liability cover

PRE-MARKETING INFORMATION:

- Is there a Sky dish? YES / NO
- Is there Cable television? YES / NO
- Is there a Broadband connection? YES / NO
If so, what is the download / upload speed? _____
- Is the loft available for the tenants to use? YES / NO
- Is the loft insulated? YES / NO
- Is the loft boarded? YES / NO
- Is there a Parking Space allocated? YES / NO If so, please provide details & space number.

- Is there an Alarm? YES / NO
If so, is there a service contract in place? YES / NO
If YES is this included in the rent YES / NO
- Are the communal parts under Block Management? YES / NO
If so, which company?

- Is there a gardener included in the rent YES / NO
- Any other useful information, please provide:

IMPORTANT! Under consumer protection regulations it is your legal requirement to provide all necessary information that would allow any applicant to make an informed decision about viewing or making an offer on your property.

Confirmation of Instruction

Please complete the following making sure you sign and date where necessary and return them to William Theakston
281 Broadway, Bexleyheath, Kent DA6 8DG. If you have any questions call us on 0208 304 0997.

P3 - P6 Confirmation of Instruction

P7 - P9 Client Information Form

P11 - P13 Property Information Form

P14 Pre-tenancy Checklist

I/we instruct William Theakston to market my property at £ _____ pcm and that all joint owners are aware of and agree to the letting of the property.

I/we wish to undertake (please tick appropriate box):

- Let Only Service 7.68% plus VAT (9.22% inc VAT)
- Rent Collection Service 7% plus VAT (8.4% inc VAT)
- Fully Managed Service 12% plus VAT (14.4% inc VAT)

Tenancy negotiation to the SAME TENANT under our rent collection or management service will be charged at the prevailing rate on a monthly basis for ALL TENANCIES (renewed fixed term tenancies, periodic or rolling tenancies or any other type of tenancy) whilst the tenant, introduced to you by William Theakston, remains in the property.

If you have agreed any conditions to this contract please state clearly in writing below or attach them to this form. However, any amendments to our terms of business are subject to full agreement and counter signature by an appropriate manager or director of William Theakston.

Signed on behalf of William Theakston:

Position in Company:

Confirmation of Instruction

This document is your Instruction to William Theakston Limited to offer your property for letting on the open market. Do not ask us to market your property for let unless you agree to our terms of business in full and any verbal instruction will assume your acceptance of these terms.

Property for Let:

Landlord 1:	Landlord 2:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Mobile tel:	Mobile tel:
Home tel:	Home tel:
Work tel:	Work tel:

A full address for Service of Notices upon the landlord must be given (this must be an address in England or Wales for non-managed properties). For additional landlords please attach address details to this page

Signed on behalf
of all landlords:

Dated:

Complete, sign and return to: 281 Broadway, Bexleyheath, Kent DA6 8DG
t: 020 8304 0997 e: property@williamtheakston.com

Confirmation of Instruction

IMPORTANT INFORMATION

Delete as appropriate:

- I / we have read and fully accept the Terms of Business and will be bound by the terms contained therein
- I / we wish for William Theakston to provide the services indicated and I / we agree to pay the fee as stated in this document upon demand
- I am / we are the sole owner(s) of the freehold / leasehold interest in the property
- I / we declare that should my/our situation, status, address or contact details change during the tenancy William Theakston will be immediately notified
- I / we confirm that these Terms of Business shall continue for every tenancy agreed, every fixed term or periodic tenancy or tenancy renewal carried out at the property indicated on this form, until both parties agree in writing that such Terms of Business have been terminated
- I / we confirm that we understand William Theakston will use their experience and knowledge to accept appropriate offers on our behalf, and, will undertake references for our approval in accordance with our written instructions
- I / we understand that all photographs or video of my / our property taken or commissioned by William Theakston are copyright of William Theakston and may be used for any marketing purposes.
- I / we understand that interest at the rate of 4% over the Bank of England base lending rate will be payable on fees and commission not paid to William Theakston within 14 days of the due date for payment

Consumer Protection Regulations

- I / we confirm that there are no major repairs, construction or maintenance work; any planning or other fact or condition of which I/we are aware due to be carried out to the premises adjoining property or the building of which the premises forms part which may affect the letting of the premises except as noted below

- I / we understand that William Theakston reserve the right to vary the terms of this agreement giving 2 months notice in writing, allowing 14 days to respond with my / our comments, in writing, to William Theakston, 281 Broadway, Bexleyheath, Kent DA6 8DG
- I / we understand that all offers put forward are subject to contract and do not constitute a legally binding contract UNTIL all parties have signed the tenancy agreement and it has been formally dated
- I / we confirm that under the Data Protection Act 1998 relevant personal information will be retained by William Theakston and may be used for marketing purposes; that present and future addresses and other contact details may be provided to utility suppliers, the local authority, authorised contractors, any credit agencies, or reference / insurance agencies, legal advisers, debt collectors or any other interested third party unless I / we notify in writing to the contrary

Please ensure that you have read and fully understood all of the above

Landlord signature: _____

NB: All single signatures are deemed as "on behalf of" all joint landlords

Confirmation of Instruction

IMPORTANT INFORMATION

- William Theakston is a trading name for William Theakston Limited and by accepting these terms you are entering into a contract with William Theakston. Our registered office is 281 Broadway, Bexleyheath, Kent DA6 8DG and our company is registered in England no. 9141721.
- Letting and Management fees are due in full upon commencement of the tenancy, for any tenant or tenants introduced to your property by William Theakston or any other person introduced to the property by an original William Theakston tenant or occupant of the property. Payment will be taken directly from your rent and any additional monies owed can be made directly into our bank account or by cheque, please make payable to 'William Theakston' and allow 7 days for cheque clearance.
- Payment for any works carried out under these instructions to proceed with marketing and / or offer acceptance will remain due, in full, whether or not you proceed with a tenancy via William Theakston.
- Multiple Agency: If you are marketing your property with more than one agency, you are obliged to give notice to all parties when an initial holding deposit is taken, as this secures the property to that tenant for 7 days whilst references are undertaken and contracts are organised. Your property should be taken off the market during this time with all agencies, so please be certain of your intentions to proceed before accepting the initial payment, as costs will be incurred, for which you will be liable, if you withdraw from the transaction.
- Applicant Introduction: It can happen that an applicant/s can view a property with more than one agency, and you are liable to pay the letting fee to William Theakston, if the tenant was introduced via our agency in the first instance, either from our advertising, mailing, telephone marketing, appointment booked via our lettings office, or via a current tenant previously introduced by William Theakston.

It can also happen that an applicant/s wishes to negotiate a tenancy with an agency who did not conduct the original viewing at the property. If an offer has been negotiated by William Theakston and agreed with all parties to the point where a non-refundable deposit is taken to secure the property then you are liable to pay the letting fee in full to us.

Please ensure that you understand your liability for payment of fees, prior to accepting a tenant through an agency who did not introduce them to the property or negotiate the deal.

Landlord Signature:

NB: All single signatures are deemed as "on behalf of" all joint landlords

Confirmation of Instruction

IMPORTANT INFORMATION - YOUR RIGHT TO CANCEL

The Consumer Contracts (information, cancellation and additional charges) Regulations 2013

If you sign this contract away from our offices, either following face to face negotiations or if all the negotiations have been by phone or email and you have never dealt face to face with our representative, the following applies:

- You have the right to cancel this contract within 14 days without giving any reason.
- The cancellation period will expire after 14 days from the day you sign this agreement.
- To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement sent to us by post, fax or email.
- You may use the cancellation form below but it is not obligatory.
- To meet the cancellation deadline it is sufficient for you to send your communication, concerning your exercise of the right to cancel, before the cancellation period has expired.
- If you cancel this contract we will reimburse to you all payments received from you. We will make the reimbursement without undue delay and not later than 14 days after the day on which we are informed about your decision to cancel this contract.
- Under the Cancellation Regulations we cannot begin providing you with the service under these terms unless you have requested that we begin the service in writing. You may do this by signing below:

REQUEST TO BEGIN MARKETING

In order to commence marketing your property as set out in this agreement, during the cancellation period, please sign and complete the following:

I/We hereby give notice that I/we have read the Notice of the Right to Cancel (above) and I/we request you to begin to market the property for let and all other services as set out in this agreement.

Landlord 1:	Landlord 2:
Name:	Name:
Address:	Address:
Postcode:	Postcode:

Signed: _____

Dated: _____

PLEASE NOTE: If you request in writing that we begin performance of the service offered, and then you subsequently exercise your right to cancel, you shall pay us an amount which is in proportion to the work we have done, until you have communicated to use your cancellation.

Client Information Form

Building Insurance details (please provide copies of policies)

Company:

Address:

Postcode:

Name of Insured:

Policy Number: Amount Of Cover: £

New For Old? Yes No

Telephone No: Fax No:

Contents Insurance details or Public Liability Insurance details (please provide copies of policies - tenants to insure their own possessions)

Company:

Address:

Postcode:

Name of Insured:

Policy Number: Amount Of Cover: £

New For Old? Yes No

Telephone No: Fax No:

Solicitors Details (or person with power of attorney when Landlord is overseas)

Company:

Contact Name:

Address:

Postcode:

Telephone No: Fax No:

Mortgage Details

Mortgage:

Account Number:

Address:

Postcode:

Telephone No: Fax No:

The mortgagees have been advised that the property has been let? Yes No

Please provide William Theakston with approval notices from your mortgagee along with this form

If you have a buy-to-let mortgage then confirmation documents of this are acceptable.

Client Information Form

Non-Resident Landlords (if applicable)

If you are a resident outside the United Kingdom at any time during the term of the tenancy please carefully read and complete the following:

Under the Taxes Management Act 1970, section 78 and 83 this company is assessed for basic rate of tax due from rent received by Landlords resident abroad. We therefore reserve the right to retain a portion of the rental income to meet this tax assessment. In limited circumstances we may pay the rental income without withholding tax provided we receive a letter from the appropriate UK tax representative advising that they be empowered to deal with your tax affairs and accepts liability for payment to the Inland Revenue. The Inland Revenue will be contacted to confirm this is acceptable.

Please complete ONE of the sections below.

A) Name and address of person or company resident in the UK who will act as your financial representative and to whom we can write to obtain confirmation that they will be empowered to deal with your taxation affairs and accepts liability for payment to the Inland Revenue.

Name/Company:

Address:

Postcode:

Tel No: Fax No:

Inland Revenue Approval Number:

B) I have not appointed a financial representative and understand that income tax at the basic rate will be deducted by the agents from rents received.

Commencement date of non-residence: / /

Signed: Date:

Tradespeople (optional)

If you wish to use your own tradespeople please list their details below and understand that we will require copies of their relevant qualifications, current professional indemnity insurance and any necessary certification PRIOR to being contacted for jobs. In emergency situations, William Theakston have complete authority to contact any tradespeople who can attend the property quickly in order to minimise risk or damage to property or tenants. Invoices to William Theakston have 30 day payment and are subject to surcharges as per our Terms of Business.

Plumber Name:

Telephone Number: Will they invoice us? Yes No

Electrician Name:

Telephone Number: Will they invoice us? Yes No

General Builder Name:

Telephone Number: Will they invoice us? Yes No

Gardener Name:

Telephone Number: Will they invoice us? Yes No

Other: Please state

Please complete the following section if you are opting for our Rent Collection or Fully Managed services and return to us before your new tenancy commences.

Property Information Form

Appliance Maintenance and Repair Cover (optional)

Central Heating

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Oven

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Gas/Electric Cooker

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Fridge

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Freezer

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Dishwasher

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Washing Machine

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Vacuum Cleaner

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Burglar Alarm

Company Name:

Telephone Number: Valid Until:

Policy / Agreement / Reference Number:

Pre-Tenancy Checklist

SAFETY CHECKS

- Boiler Serviced YES / NO
- Gas Safety Record completed YES / NO
- Electrical Periodic Inspection completed YES / NO
- Portable Appliance Test (PAT) completed YES / NO
- Smoke alarm(s) fitted YES / NO
location(s) within property:
- CO2 alarm(s) fitted YES / NO
location(s) within property:
- Legionella Risk Assessment YES / NO
- Asbestos checked YES / NO
- Furniture / Furnishings Compliance YES / NO

Date of service _____

Date of record _____

Date of certificate _____

Date of test _____

Tested by agent YES / NO

Tested by agent YES / NO

Record present _____

Record present _____

Confirmed by agent YES / NO

ADDITIONAL PROPERTY INFORMATION

- Instruction manuals for all appliances
- Details of "Rights of way"
- Refuse bins present YES / NO
- Professional house cleaned
- Professional oven clean

Originals attached / copies made YES / NO

Collection dates _____

Company name _____

Date cleaned _____

Company name _____

Date cleaned _____

Further information eg: newly decorated, new appliances, new curtains please give details / receipts etc:

William Theakston
281 Broadway Bexleyheath Kent DA6 8DG
0208 304 0997
property@williamtheakston.com
sales@williamtheakston.com

www.williamtheakston.com

