

TERMS OF SERVICE AGREEMENT

On Accepting Instructions for:

1. **We will assume that:**
 - (a) any intended letting is permitted by the terms of your lease
 - (b) any tenancy is for a period expiring prior to the termination of your lease;
 - (c) the written permission of your Landlord, if necessary is obtained for sub-letting
2. We will assume that if the property to be let is subject to a mortgage, permission is obtained from your mortgage lender for the letting. It should be noted that the mortgage lender would usually have power to terminate the letting if mortgage payments are not maintained and other requirements complied with. You should advise us if there is a mortgage in place so that the requisite notice can be served on the tenant.
3. We require that authority to let the property is obtained in writing from any joint owner(s) who should be named in the tenancy agreement.

Lettings Services

Introduction Only

1. We will provide a rental valuation of the property and offer advice as required.
2. Arrange all necessary marketing, including erecting an advertising board outside the property, unless specifically instructed otherwise.
3. Arranging/accompanying viewings with potential Tenants.
4. Liaising between parties regarding offers made.
5. We will contact you for approval of any potential Tenant, or agree in advance with you the extent of our authority to accept a Tenant on your behalf.
6. Taking up references and credit searches of the potential Tenant(s) at the landlord discretion and expense
7. Collecting the first month's rental in advance from the Tenant together with a security deposit (usually five weeks rent equivalent) to be held for the duration of the tenancy (*Please see Security Deposit notes below*).
8. Arranging for a Standing Order or other agreed method of payment, to be set up for the future rental payments. The rent will directly credit the Landlord's nominated bank account on a Introduction Only service, or Hodders on a Rent Demand or Managed service. Hodders cannot be held liable if the payments are not set up.

Rent Demand

Includes all of the above stated in 'Introduction Only' service and also the following:

9. On receipt of cleared rental funds, to account to the landlord within 10 working days, less any commissions, invoices or any other payments due by the landlord regarding the property.
10. Submitting a statement of account to the Landlord on a monthly/quarterly basis.
11. Monitoring payments received and advising Landlords of any non-payment within 14 days of the due date.

12. In the event of non-payment we will contact the Tenants by telephone and letter, at weekly intervals.
13. Single claim deposit disputes, if you wish us to submit information in the event of a single claim dispute this will be done at a cost of £150.00 Inc VAT.

Managed

Includes all of the above stated in 'Introduction Only' and 'Rent Demand' services and also the following:

14. Utilities

To notify the relevant utility companies and council tax of the Tenants details for billing, providing you have informed us of such companies and we have received the meter readings taken at the check in. **Please note, telecommunication companies will not take instructions from Agents so please close your account directly.** The Landlord hereby confirms that they have authorised the Letting Agent to take the following actions on behalf of the Landlord in connection with the supply of gas and/or electricity to each Property: (i) to enter into contracts with an energy supplier selected by the Letting Agent in connection with the supply of gas and/or electricity to each Property while that Property is vacant and to terminate any existing contracts with any other energy suppliers in respect of that Property ; (ii) to engage with relevant energy suppliers in connection with the management and administration of any energy supply contract(s) in connection with each Property; and (iii) to provide the Landlord's information (including any personal data relating to the Landlord and/or any of its officers, employees or agents) to and for use by any relevant energy supplier (and its agents, contractors and partners) for the purposes of processing any application that is made for the supply of gas and/or electricity to each Property and managing and administering any gas and/or electricity supply contract(s) in connection with each Property.

15. Inspections

To carry out an initial inspection of the property at six months after the commencement of the tenancy. Any further inspections are restricted to a limit of one per annum and are upon request unless otherwise agreed.

Please note, such inspections will only assess any obvious defects and will not amount in any way to a structural or complete survey. Any additional inspections beyond the initial inspection at six months and any requested annual inspections, as stated above, will be subject to an additional fee of £70.00 plus VAT (£84.00 inc. VAT)

16. Maintenance repair, replacements, annual Gas Safety inspections etc.

We will investigate defects which may come to our attention or which are properly brought to our attention by the Tenants. Works costing up to £250.00 for any one item will be dealt with as they arise without further instruction from you.

If the cost is likely to exceed £250.00 we will contact you prior to instructing works, except in the case of an emergency. Where works are likely to cost more than £500.00 we will endeavour to submit proper estimates to you, except in the case of an emergency. Upon your acceptance of estimates we will instruct the works to go ahead, providing we are in funds. We will hold a maintenance reserve of £250.00 from the rent received, in order to instruct works to be carried out at the property. To maintain this working balance we will reimburse it from the rent received. These funds will be held in our clients account and no interest is payable as the balance will fluctuate frequently. We are happy to use contractors that you have specifically nominated for works at the property, but cannot guarantee to do so. If you wish us to make a claim on your insurance on your behalf an additional fee of 12% inc VAT, of the total of the claim will be charged.

Please note we use third party contractors to conduct all maintenance, inspections, gas safeties and other technical works. Therefore we cannot be held responsible for any works or any damage that may be caused by these works being completed by the third party.

17. Outgoings

If required, we can arrange to pay on your behalf current outgoings such as rent, insurance premiums, service charges, etc. Please provide us of such details if you would like us to do

this. **Please note**, although we use our best endeavours and query any obvious discrepancies as we discover them, we must emphasise that we are entitled to accept and pay on your behalf demands and accounts, which appear to be correct at the time of such payments. Also we cannot accept responsibility for the adequacy or otherwise of any insurance cover, nor can we verify service/maintenance charges, demands or estimates.

18. **Schedule of Deductions**

To obtain estimates for works notified on the inventory clerks 'check out' report. These estimates will be submitted with the 'check out' report to both Landlord and Tenant.

Empty Property Management

The management service does not include supervision of your property when it is vacant (e.g. waiting to be let) although our lettings staff may visit the property to show applicants around. If your property becomes vacant, we are able to offer the following service:

1. Arrange for draining down of water system if necessary
2. Visit the property once a week between Monday and Friday during office hours
3. Ensure heating is set at a reasonable level in extreme cold weather conditions
4. Advise you of any defects or repairs that come to our attention. We cannot be held responsible for any hidden defects
5. Instruct a contractor a contractor to carry any repair or maintenance that may be required, once we have your written permission to do so and are in receipt of cleared fund to pay for such work
6. Take all reasonable steps to ensure that properties welfare.

Empty management fee = £30.00 inc VAT, per week.

Fees and Related Charges

Our letting commission is payable for the duration of the tenancy and is set out below, subject to a minimum of £800.00 plus VAT (£960 inc. VAT). Payment must be made on time, in full, and without any deduction, set off or counterclaim. In the event that an account is outstanding, we will refer the matter to our debt collection agents which will incur costs. Any costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. You agree that you will be legally liable to pay us that surcharge, and that payment of the same can be enforced against you in court. You also agree to pay interest at the relevant reference rate provided for under the Late Payment of Commercial Debts (Interest) Act 1998, which interest is payable both after and before any judgment of the court and continues to accrue.

If you are marketing the property on a joint agency basis you will still be liable to pay remuneration to Hodders if you agree a Rental on your property to a party who has already been introduced to you by Hodders, whether through another agency or privately.

Introduction Only	10% + VAT (12% inc VAT) of the total rent, payable annually in advance
Rent Demand	12.5% + VAT (15% inc VAT) of the total rent, deducted as the rent is collected i.e. monthly
Managed	15% + VAT (18% inc VAT) of the total rent, deducted as the rent is collected i.e. monthly

'Rent' includes any payments made by or on behalf of the Tenant, whether stated as rent or not and whether received as payments or obtained by other means such as deduction from the security deposit.

If at any time the service we provide is changed to another service then the relevant fees will become payable immediately.

If our instructions to provide the **Managed** service are terminated our fees remain payable as per the **Introduction Only Service**, whether or not we are instructed to act on your behalf for the whole as long as any tenant introduced by us continues to reside in the property.

If the Landlord should choose to withdraw from a proposed tenancy after the terms of such tenancy have been confirmed in writing, then a fee of £222.00 inc. VAT will be payable by the Landlord to cover Hodders costs.

A charge of £185 + VAT (£222 inc. VAT) is payable for the preparation of a legally binding Assured Shorthold Tenancy Agreement, License or Company Let Agreement and arranging for this to be signed by all relevant parties and an electronic copy provided to all signatories in advance of the tenancy start date. Where landlords choose to prepare their own tenancy agreement, Hodders shall provide (with their consent) the relevant information about the tenant(s) to the landlord and they must make their own arrangements to have their Assured Shorthold Tenancy Agreement, License or Company Let Agreement signed by all parties in advance of the tenancy start date. Where the landlord has chosen to prepare their own Assured Shorthold Tenancy Agreement, License or Company Let Agreement, Hodders will not accept any responsibility for the legal authenticity of said Agreement nor for ensuring that it has been signed by all parties prior to the tenancy start date. Hodders will require a copy of the signed agreement from the landlord before we can release keys to the tenant(s) and before any rent monies held on account can be paid to the landlord. Our Tenancy Agreements are standard legal documents, however we must point out that we are not solicitors and cannot advise you on legal technicalities. If you require further information about your rights and obligations as a Landlord, you should consult a solicitor.

If you would like Hodders to arrange on your behalf for a professional inventory, gas safety certificate or electrical appliance test to be carried out, the relevant costs will be passed on to you. Please ask staff for details of what the cost of these will be as they vary dependant on property size.

By entering into a tenancy agreement, student let or licence to occupy housing in the private rented sector, landlords will be responsible for the costs associated with setting up, renewing or ending a tenancy (i.e. referencing, administration, inventory, renewal, check in and check-out fees). References will be charged at a rate of £60 inc. VAT for each tenant and guarantor.

Renewals

If the letting continues beyond the original letting period, whether pursuant to the original tenancy or as a continuation, extension or renewal of the term or a new tenancy is granted to the Tenant or any person nominated or introduced by the original Tenant, our commission is payable as set out above at a rate of % + V.A.T. (% inc V.A.T).

Providing that we supplied the original tenancy agreement. For your protection, we will draw up a new agreement for any tenancy renewals.

Landlords Statutory Obligations

If the property is subject to a mortgage, permission must be obtained from the mortgagee to the letting. **Please note**, the mortgage provider has the power to terminate the letting if mortgage payments are not made and other requirements complied with. Mortgage payments must be met by the Landlord and cannot be transferred to the Tenants. If the property is subject to a Head Lease, permission must be obtained from the Landlord and comply with the terms of the lease. Any payments due by the Landlord such as ground rent or service charges remain your responsibility and cannot be transferred to the Tenants. Authority to let the property must be obtained from any joint owner(s) and all should be named on the Tenancy Agreement. Your property and contents must be comprehensively insured. You must inform your insurers of your intention to let the property to ensure adequate cover is in place. Failure to do so could result in your insurance becoming void. Tenants are responsible for insuring their own contents and possessions only. We will assume that you have complied with the above at the point of placing your property on the market.

Section 11 of the Landlord and Tenant Act, 1985

The landlord is liable:

1. To keep in good repair the structure and exterior of the property, including drains, gutters and external pipes.
2. To keep in good repair and proper working order, the installations in the property for the supply of water, gas, electricity and sanitation. This includes basins, sinks, baths and toilets, but does not include fixtures and fittings and appliances for making use of the supply of water, gas or electricity.
3. To keep in good repair and proper working order, in the installations for space heating and water heating.
4. There is also an "implied" term that the landlord shall permit the tenant "quiet enjoyment" of the property.

Safety Regulations

Landlords must comply with the following regulations when letting a property.

The Electrical Equipment (Safety) Regulations 1994

All electrical items supplied for the intended use by the Tenant including portable appliances, cabling, fuses, plugs and fixed items such as cookers, showers and heaters must be safe. The only way to ensure that these items comply with the regulations is to have them tested by a qualified electrical engineer.

The Gas Safety (Installation and Use) Regulations 1998

It is the Landlord's responsibility that all 'gas appliances' and 'gas installation pipework' are checked for safety once a year by a member of 'The Gas Safe Register' (previously Corgi). Accurate records must be kept of the safety inspections and any work carried out and they should be made available for the Tenant to view. These regulations came into effect to ensure that Gas Appliances are properly maintained in a safe condition to avoid the risk of carbon monoxide poisoning. If you do wish to supply us with your own gas certificate we will require a valid copy no later than 3 working days before commencement of tenancy. If a valid gas certificate is not provided within this time frame we, Hodders, will arrange for our gas engineer to attend and you will be charged the cost.

Furniture and Furnishings (Fire) (Safety) Regulations 1998 as amended

These regulations were amended in 1993 and have set new levels of fire resistance for domestic upholstered furniture and furnishings. It is now an offence to 'supply' in the course of a business any furniture, which does not comply with the regulations. This includes supplying furniture as part of a let residential property. The regulations apply to sofas, beds, bed heads, children's furniture, garden furniture suitable for use in a dwelling, scatter cushions and pillows, furniture covers and other similar items. All Let property must contain furniture that complies with the new regulations. Any additional or replacement furniture supplied since 1 March 1993 must comply with the regulations. Any furniture manufactured after March 1990 is likely to comply but if the appropriate labels are not fixed to the furniture, compliance is in doubt and checks should be made with the manufacturer.

The Building Regulations Part P (Effective 1 January 2005) – Electrical work in the home

All proposed domestic electrical installation work must be notified to an appropriate building control body. Work has to be inspected and tested during and on its completion, to verify that it complies with BS 7671. It must be:

1. Designed and installed in such a way as to protect people from fire hazard and electrical shock.
2. Inspected and tested by a person competent to verify that it meets the relevant equipment and installation standards.
3. Sufficiently documented so that anyone wishing to operate, maintain or alter it, can do so with reasonable safety.
4. On completion of the work, you will need from your contractor, signed Building Regulations certificates, which should be retained by you as proof that the work was carried out in accordance with Part P.

Minor works and repairs- Must still comply with Part P; you will be required to:

Ensure your contractor has a Minor Electrical Installation Works Certificate. Get any DIY work checked and tested by a competent person, who will supply you with a Minor Electrical Installation Works Certificate. Retain all certificates at the property for inspection by anybody carrying out subsequent electrical works or periodical inspections

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

From the 1st October 2015 regulations require both smoke alarms and carbon monoxide alarms to be installed in rented residential accommodation. The requirements are imposed on the immediate landlord and during any period beginning on or after 1st October 2015 while the premises are occupied under a tenancy (or license) the landlord must ensure that a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation. A living room will include a lounge dining room and kitchen as well as a bathroom or toilet. It also includes a hall or landing. This means that a smoke alarm must be provided in working order on each storey. Additionally, landlords must ensure that there is a carbon monoxide alarm fitted in any room that is used partly or wholly as living accommodation which also contains any appliance which burns, or is capable of burning, solid fuel. This would include log and coal burning stoves and open fires, even if they are not normally in use, but does not include gas and oil boilers. If an open fireplace is purely decorative and not useable then it is not covered by the regulations. Landlords are recommended to fit ten year long life tamper proof

alarms; otherwise there may be a problem of batteries being taken out and not being replaced. A tenancy cannot commence unless the appropriate alarms have been fitted and are tested and in

working order. If you wish us to replace or install smoke/carbon monoxide alarms we can do so at a cost of £48.00 Inc VAT.

Hodders reserve the right to organise for the appropriate number of alarms to be fitted in a property and charge the landlord accordingly should this be required, ahead of the start of a tenancy.

Failure to comply can lead to a civil penalty being imposed of up to £5,000.

Notices

Should Hodders be requested to serve a Section 13(b) Notice upon the Tenant to increase the Rent on a Statutory Periodic Tenancy the Landlord agrees to pay Hodders a Section 13(b) Notice fee of £120.00 including VAT.

Should Hodders be requested to serve a Section 21 Notice upon a non managed property upon the Tenant as the landlord requires vacant possession of the property the Landlord agrees to pay Hodders a Section 21 Notice fee of £120.00 including VAT

Energy Performance Certificates

Energy Performance Certificates (EPC) have been introduced to help improve the energy efficiency of buildings. From 1 October 2008 EPCs will be required whenever a building is built, sold or rented out. The certificate provides 'A' to 'G' ratings, with 'A' being the most energy efficient and 'G' being the least. The current average is 'D'. New Legislation introduced deems that if the EPC rating is F or below the property cannot be rented out.

An EPC is valid for 10 years. Accredited Energy Assessors produce EPCs alongside a report which suggests improvements to make a building more energy efficient. If you are a landlord, you'll need to make an EPC available to prospective tenants the first time you let a home after 1 October 2008, i.e. at the advertising and viewings stage. We have established working relationships with Accredited Energy Assessors who carry out EPCs on properties we are letting. Costs vary depending on the size of the property and is the responsibility of the Landlord to pay at the point of instructing the EPC to be carried out. Hodders cannot be held responsible for any error or omission on the part of the Energy Assessor.

Prior to Letting

We will not arrange any maintenance, redecoration, etc. type works unless we are holding sufficient funds to cover the cost.

Rent

The amount will be agreed with yourself prior to letting and will be exclusive of bills unless otherwise agreed by you. Charges for Gas, Electricity, Water and Sewage disposal, Telephone accounts, any other fuel used and Council Tax will become the Tenants responsibility for their entire length of stay at the property. The Landlord must cover the costs for these before, after and in between tenancies.

Security Deposits and the Tenancy Deposit Scheme

The security deposit amount is five weeks rent. From 6 April 2007 all deposits taken by landlords for an Assured Shorthold Tenancy must be protected by a **tenancy deposit protection scheme**. The tenant must be notified with specific information about how and under which scheme the deposit is protected within 30 days of the commencement of the tenancy. Comprehensive information can be obtained from www.gov.uk/tenancy-deposit-protection or please contact us.

Where Hodders are instructed to administer the deposit and register with the DPS an administration fee of £72.00 incl VAT will apply. This fee applies to all levels of letting services provided.

If you wish to hold the deposit then you will then be responsible for ensuring that the deposit is protected under one of the approved schemes and that the prescribed information, deposit ID and certificate are provided to the tenant(s) within 30 days of the commence of the tenancy. Failure to do so may result in legal action from the tenant claiming up to three times the value of the deposit and may invalidate any legal notices served on the tenant during the term of tenancy.

If the tenancy granted is on a Non Housing Act agreement, the Tenancy Deposit Scheme does not apply in this instance and the security deposit will be held by the Landlord under the Introduction Only service and by Hodders under the Rent Demand and Managed services as stakeholder. In this instance, at the end of the tenancy Hodders will not release the security deposit until receiving written instructions from you to do so. However if we have not received instructions from you within two months after the tenancy termination and providing a professional inventory 'check in' and 'check out' has been carried out, Hodders will apportion the deposit according to the inventory clerks report.

The deadline for issuing the tenancy agreement is the date by which agents/landlords and tenants should enter into a tenancy agreement after the payment of the holding deposit. The default deadline for the tenancy agreement is 15 days following the receipt of the holding deposit, but the landlord or agent may agree in writing a longer deadline with the tenant. The landlord agrees that Hodders will issue the tenancy agreement within a reasonable time scale from the date the holding deposit is lodged and within 24 hours prior the commencement of the tenancy.

Inventories

We strongly advise all Landlords to have a professional inventory compiled by an independent inventory company for checking by the clerk at the commencement and termination of each tenancy. If we are providing a Rent Demand or Managed service we will insist on it. The inventory and reports are sent to both Landlord and Tenant for mutual agreement of any deductions from the security deposit. If we are providing an Introduction Only or Rent Demand service we will not be involved in the agreement of deductions, which must be negotiated directly between Landlord and Tenant. In the event of any dispute the inventory clerk's decision shall be accepted by both parties as full and final. The cost for the preparation of the inventory is payable by the Landlord. The costs for the 'check in' and 'check out' reports are also payable by the Landlord. Payment for the inventory charges will be taken at the beginning of the tenancy. Areas such as garages, lofts, basements and garden sheds, will only be checked upon instruction. Hodders cannot be held responsible for any error or omission on the part of the inventory company.

IMPORTANT INFORMATION

Incorrect Information

You the landlord warrants that all the information you have provided to Hodders is correct to the best of your knowledge and belief. In the event that you the Landlord provides incorrect information to Hodders which causes Hodders to suffer loss or causes legal proceeding to be taken you the landlord agree to reimburse and compensate Hodders for all losses suffered

Instruction of Solicitors

We will inform you should any rent arrears or breaches of covenant be brought to our attention. Thereafter should legal action be thought necessary, you will be responsible for instructing your own solicitor and for any fees or charges applicable. We cannot take legal action on your behalf,

as the tenancy contract is between the Landlord and the Tenant not ourselves. We can recommend a solicitor if you require.

Income Tax

Income from letting UK property is subject to UK Income Tax and still applies if the Landlord is resident abroad or a company registered overseas. The Inland Revenue can require the agent to deduct income tax from the payments received and account to the revenue for it.

Overseas Landlords can apply to the Inland Revenue to receive rent without the deduction of tax. Provided that the Landlords tax affairs are in order, the Inland Revenue will authorise the agent not to withhold tax from the rent received. Please ask us for an NRL1 application form or visit www.hmrc.gov.uk.

The non-resident landlord scheme includes members of HM Armed Forces and other Crown Servants who have a usual place of abode outside the UK even though their employment duties, while performed overseas, are treated as performed in the UK for the purposes of charging their salaries to tax.

It should be noted that unless we are in receipt of a letter of authorisation from the Inland Revenue, we will withhold monies from rental received as advised by the Inland Revenue. No interest is payable on monies held.

If you wish us to supply your Annual submission of accounts for Non Resident Landlords to the HMRC we can do so at a cost of £60.00 Inc VAT.

The Rent Act 1977 and Housing Act 1988

We will only deal with applications for Fair Rents or other Court or Tribunal matters by special arrangement. Additional charges will be made for all work of this nature.

Purchase

In the event that a sale of the property should arise directly or indirectly as a result of the letting to the Tenant leading to an exchange of contracts, we will then be entitled to commission on the sale at the rate of 1.8% of the sale price inc VAT. This commission will become payable once the sale is completed or two months after exchange of contracts, whichever date is sooner.

Sale

In the event that you sell the property that we have let for you and the tenancy is to continue, then in your own interest you must ensure that the purchaser agrees to pay the commission due to us in respect of the remainder of the tenancy (and any extension), after completion of the sale. If this is not done you will be liable to pay it yourself even though you no longer receive the rent.

Commission Due

Our commission payment will become due at the agreed start date of the occupation and we will take payment from the monies paid by the occupier of the Premises until our Commission and any other fees and disbursements have been paid, Our other fees and disbursements will be taken in full from payment made by the Occupier. Should the Occupier fail to make any agreed payments our Commission, Fees and Disbursements will still be payable by you and we will invoice you accordingly.

Refund of Commission

We will not make any refund of our Commission if the tenancy terminates before the originally agreed date whether this occurs due to the use by you or by the Tenant of any, agreed surrender,

repudiation, rescission, frustration or forfeiture of the lease, through any Court Proceedings, or if in your interest in the Premises is assigned to another party.

VAT

Except where otherwise stated, all fees will be subject to VAT at the prevailing rate.

Interest

Interest is payable on any fees due to you if not paid on the due date at the rate of 4% above the NatWest base rate, or such other rate that might replace it, from the date the payment is due to the date the payment is made. *(For the avoidance of doubt the due date is 10 working days from the date that Hodders are in receipt of cleared funds)*

Variation of terms

Please note that any variation of these Terms and Conditions will only be valid if agreed in writing by a Director of Hodders.

Termination

Either party has the right to terminate this Agreement in writing:

1. Upon the Occupier's vacation of the premises
2. If we break any important term or condition of this Agreement during the Term of Occupancy Agreement where sixty days written notice of breach has been given by the other party, the breach has not been remedied and monetary compensation is wholly inadequate
3. If you are in major breach of any of the term contained in this Agreement or if you do or do not do something which make it impossible, impracticable or illegal for us to continue to perform our obligations under this Agreement
4. Either party carried out or suggests that the other should carry out any form of unlawful discrimination

If we terminate this Agreement for any reason you will remain liable for our commission at the Let only percentage and for any Fees or Costs we might incur on your behalf in transferring our obligations to you or to someone you might nominate.

Letting Commission	% + VAT (% inc. VAT)
Tenancy set up Fee	£222.00 inc. VAT
Deposit Admin Fee	£72.00 inc. VAT (Please confirm if required)

Tenant referencing £60.00 inc. VAT per person
Non Resident Landlord Tax: Applicable/Non-Applicable (Delete as Required)

Declaration

I/We have read, understood and agree to the above terms and conditions and wish to instruct Hodders to act as Agent: *(tick one box only)*

- Introduction Only**
- Rent Collect**
- Fully Managed**

I/We declare the security deposit will be administered by:
(tick one box only)

- Hodders:** Deposit Protection Custodial Scheme (Agent ID: 1141121)
- Landlord:** (please give details of approved deposit scheme and ID)

I/We declare that for the duration of the tenancy I/we will be:
(tick one box only)

- Resident in the UK for tax purposes**
- Non-Resident in the UK for tax purposes**

<p><u>Bank Details</u></p> <p>Account Number:</p> <p>Sort Code:</p> <p>Name on Account:</p>

<p><u>Forwarding Address</u></p>

Name(s) of all owner(s):

Signed:

Date:

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Signed by an Authorised Officer for Hodders Estate Agents

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NOTICE OF THE RIGHT TO CANCEL

You may have the right to cancel the contract under the Cancellation of Contracts made in a consumers home or Place of Work etc. Regulations 2008 within fourteen calendar days from the date upon which it was signed. Notice of cancellation must be in writing and should be delivered by hand or post to Hodders state Agents, 4 Brox Road, Ottershaw, Surrey, KT16 0HL or by email to info@hodders.net. Any notice of cancellation is deemed served on the day it was delivered, posted or sent.

Associated Services	Total Inc VAT
Renewal Fee (Landlord)	£120.00
Gas Safety Inspection	£108.00
Annual Submission of Non-resident Landlords to HMRC	£60.00
Additional Property Visits	£72.00
Court attendance	£36 per hour + expenses
<i>Withdrawal fee before a tenancy has started</i>	£222.00
Take over management fee	£360.00
Single Claim Deposit Dispute	£150.00
EPC	£108.00
Replacing Smoke/Carbon Monoxide alarms	£48 per alarm
PAT and electrical Testing for 6 items an additional £10 per extra item	£96.00
Serving notice on the landlords behalf	£120.00
Deposit Negotiation Fee for The Rent Collection or Let Only Service	£360.00
Let Only Renewal Fee <i>As per original agreement on a sliding scale over 3 Years of total tenancy</i>	Year 2 – 9.6% Year 3- 7.2%

Inventory Make Plus Check in & Check Out	Price including VAT
1 Bedroom UnFurnished	£325.00
2 Bedroom UnFurnished	£370.00
3 Bedroom UnFurnished	£415.00
4 Bedroom UnFurnished	£460.00
5 Bedroom UnFurnished	£505.00
1 Bedroom Furnished	£375.00
2 Bedroom Furnished	£420.00
3 Bedroom Furnished	£465.00
4 Bedroom Furnished	£510.00
5 Bedroom Furnished	£555.00
Updated Inventory Plus Check In & Check out	Price including VAT
1 Bedroom UnFurnished	£225.00
2 Bedroom UnFurnished	£270.00
3 Bedroom UnFurnished	£315.00
4 Bedroom UnFurnished	£360.00
5 Bedroom UnFurnished	£405.00
1 Bedroom Furnished	£275.00
2 Bedroom Furnished	£320.00
3 Bedroom Furnished	£365.00
4 Bedroom Furnished	£410.00
5 Bedroom Furnished	£455.00