



LETTINGS AGENCY AGREEMENT

*Experts in residential property sales, lettings,
property management, land and new homes.*

When instructing The Norfolk Agents to let your property, you confirm that you are doing so with the knowledge, consent and agreement of all of the legal owners of the property.

You should complete, sign and date this agreement if you wish The Norfolk Agents to let and/or collect rent and manage your property.

By doing so you are agreeing to the Terms of Business, fees and charges contained within our Terms of business and charges set out in the Lettings Service Options.

In the event that you do not sign this agreement but proceed to instruct us to act on your behalf to either (1) market the property or (2) you arrange viewings of the Property by any prospective Tenants we introduce, you accept that you will be bound by the terms and conditions contained in this agreement and our Terms of Business and Schedule of Charges.

APPLICATIONS

The Norfolk Agents will report applications to you as soon as possible, the nature, extent and position of the potential tenant will be requested and provided to you as the application is made. The Norfolk Agents will always act on your behalf and negotiate the best possible offer for your property.

DECLARATION OF PERSONAL INTEREST

The Estate Agents Act 1979 provides, amongst other matters that anyone engaged in Estate Agency work or their relatives or associates must disclose their interest in any property with which they are dealing.

NOTICE OF THE RIGHT TO CANCEL

If you have signed this agreement in your home or place of work then under the Consumer Contract Regulations you have the right to cancel it at any time within a period of 14 days of receipt of the notice included within this document. You must notify The Norfolk Agents in writing.

Please write to The Norfolk Agents or email lettings@thenorfolkagents.co.uk

For full terms and conditions please visit our website.
www.thenorfolkagents.co.uk

LETTINGS SERVICE OPTIONS AND FEES

LET ONLY

£750^{+VAT}

(£900 inc VAT)

* For further information on what is included, please refer to our lettings service options.

STANDARD MANAGED

£550^{+VAT}

SET UP & 8% PCM + VAT

(£660 set up inc VAT)

* For further information on what is included, please refer to our lettings service options.

PREMIUM MANAGED

£550^{+VAT}

SET UP & 10% PCM + VAT

(£660 set up inc VAT)

* Including Rent Guarantee Insurance & Legal Expenses Policy, Inventory and Check Out Report.

** For further information on what is included, please refer to our lettings service options.

 PrimeLocation
Find the home you deserve

 Zoopla

 rightmove.co.uk
The UK's number one property website

 The Property
Ombudsman

 APPROVED CODE
TRADING STANDARDS GOV.UK

WHAT WE REQUIRE FROM YOU

In order to make the administration process as efficient as possible we need detailed information on the property and the services you require. Please complete the enclosed questionnaire in full and return to us as soon as possible. If you need assistance, please feel free to contact us. Any sections that have been left blank must be completed by you prior to signing and returning to us.

LANDLORD LEGAL AND SAFETY OBLIGATIONS

EICR (ELECTRICAL INSTALLATION CONDITION REPORT)

It is a legal requirement for a property to have a valid, satisfactory certificate prior to a tenancy commencing.

THE ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS

The above regulations impose an obligation on a landlord to ensure that all electrical appliances left as part of a let property are safe. Cabling, fuses and plugs should also be inspected and replaced where necessary to the correct rating for that particular appliance.

SMOKE ALARMS & CARBON MONOXIDE DETECTORS

The Smoke and Carbon Monoxide Alarm Regulations means that all relevant landlords must ensure at least one smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation. Landlords must ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). They must also ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty. The requirements are enforced by local authorities who can impose a fine of up to £5,000 where a landlord fails to comply with a remedial notice.

GAS SAFETY REGULATIONS

It is the responsibility of landlords to ensure all gas appliances and gas installation pipe work owned by them are checked for safety at least once a year by a member of the council for registered gas installers (Gas Safe). In addition, accurate records of the safety inspections and any work carried out must be kept. The current safety certificate must always be available for any tenant prior to them taking occupation of a property. Faulty equipment can lead to death and a conviction of unlawful killing on a landlord. Under the regulations any appliance that does not conform can be disconnected.

YOU MUST HAVE A CURRENT GAS SAFETY CERTIFICATE IF THERE IS A GAS METER PRESENT AT THE PROPERTY REGARDLESS IF THERE IS A GAS SUPPLY GOING INTO THE PREMISES.

For the avoidance of doubt unless we are holding a valid Gas Safety Certificate, we will not under any circumstances allow the tenant to proceed.

MONEY LAUNDERING REGULATIONS

In accordance with our legal obligations under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, we are required to carry out a number of verification checks before we can begin acting on your behalf. To facilitate these checks, we use Goodlord, a secure third-party provider that confirms your identity, verifies ownership of any property involved, and ensures compliance with UK regulatory requirements. A fee of £10+VAT per landlord is payable for this service, and payment will be taken alongside our fees. Please note that we are unable to proceed with any transaction until all verification checks have been satisfactorily completed.

THE FURNITURE AND FURNISHINGS (FIRE) (SAFETY) REGULATIONS

It is an offence to leave any furniture which does not comply with the regulations. This includes supplying furniture as part of a residential property to let. The regulations apply to: sofas, beds, bed-heads, children's' furniture, garden furniture suitable for use in a dwelling, scatter cushions and pillows, stretch or loose covers for furniture or other similar items. The regulations do not apply to: curtains, carpets, bedclothes (including duvets and mattress covers). Any furniture manufactured after March 1990 is likely to comply, but if the appropriate labels are not on the furniture, compliance is in doubt and checks should be made with the manufacturer.

ENERGY PERFORMANCE CERTIFICATES (EPC)

All rental properties with a new tenancy in England and Wales are required to have an Energy Performance Certificate (EPC). The certificate will be valid for ten years. there is a requirement for any properties rented out in the private rented sector to have a minimum energy efficiency rating of "E" or above.

FINANCE ACT 1995

All overseas landlords must provide The Norfolk Agent Property Management with an NRLI number which is available from the Inland Revenue.

CONSENT TO LET

If you have a mortgage on the rental property, you must obtain consent to let from your mortgage lender. If your property is leasehold, you may require consent from your superior landlord {freeholder} before you let.

INSURANCE

It is essential that you notify your insurance company so they may advise you of any additional cover that may be necessary.

RENT GUARANTEE & LEGAL EXPENSES INSURANCE

Despite thorough and diligent referencing, tenant circumstances can and do change e.g, redundancy which means loss of rent for the landlord. Rent guarantee will protect the rental income of landlords and include legal expenses cover to obtain vacant possession of the property. The Norfolk Agent Property Management are appointed representatives only and are not FSA approved. Please note that it is a landlord's responsibility to contact the relevant insurance provider for clarification of their policy.

LETTINGS SERVICE OPTIONS

Experts in residential property sales, lettings, property management, land and new homes.



LETTING SERVICE OPTIONS	LET ONLY	STANDARD MANAGED	PREMIUM MANAGED
Standard Fees	£750 plus VAT	8% plus VAT	10% plus VAT
Tenancy Set Up Fees Including producing tenancy agreement, completion of paperwork, 2 x tenant referencing and registration of tenants deposit	Included in standard fees	£660 inc VAT	£660 inc VAT
Right To Rent Checks	Included	Included	Included
Landlord Anti Money Laundering Checks Max charge of 2 Landlords	£10 plus VAT	£10 plus VAT	£10 plus VAT
Inventory/Schedule Of Condition	Size of property dependant		Included
Check Out Report	Size of property dependant		Included
Change Of Sharers Including amending and updating terms and preparing new tenancy agreement	£150 inc VAT	£150 inc VAT	£150 inc VAT
Tenancy Deposit Disputes	£200 inc VAT	Included	Included
Rent Guarantee Insurance Policy Min Fee. £25 pcm +VAT. Max Fee. £45 pcm +VAT.	3% of monthly rent	3% of monthly rent	Included
Non Resident Landlord Tax to remit and balance final return to HMRC	n/a	£125 inc VAT	£125 inc VAT
If Requested To Attend Court	£250 inc VAT per day	£250 inc VAT per day	£250 inc VAT per day
Serving Section 13 Notice	£150 inc VAT	£150 inc VAT	£150 inc VAT
Serving Section 8 Notice	£150 inc VAT	Included	Included
Energy Performance Certificate Fee	£95 inc VAT	£95 inc VAT	£95 inc VAT
Annual Gas Safety Inspection/ Certificate	Subject To Quotation		
Portable Appliance Test Fee PAT	Subject To Quotation		
Electrical Installation Condition Report EICR	Subject To Quotation		
Pre / Post Tenancy Clean	Subject To Quotation		
Smoke / Carbon Monoxide Alarms	Subject To Quotation		



www.thenorfolkagents.co.uk

Swaffham: **01760 300778** King's Lynn: **01553 774566**
 Dersingham: **01485 500222** Fakenham: **01328 862395**
 Email: **lettings@thenorfolkagents.co.uk**

BREAKDOWN OF SERVICES

Experts in residential property sales, lettings, property management, land and new homes.



SERVICE	LET ONLY	STANDARD MANAGED	PREMIUM MANAGED
Full Valuation and Market Appraisal	YES	YES	YES
Property Brochure and Digital Photos	YES	YES	YES
Floorplan	YES	YES	YES
Property Listed On TNA Website and Major Portals	YES	YES	YES
To Let Board	YES	YES	YES
Accompanied Viewings	YES	YES	YES
Professionally Reference Tenants	YES	YES	YES
Arrange Legally Binding Tenancy Agreement	YES	YES	YES
Start Of Tenancy Compliance	YES	YES	YES
Deposit Protected In Government Approved Scheme	YES	YES	YES
Arrange Inventory And Check In *	YES	YES	YES
Key Release	YES	YES	YES
Rent Collection	POA	YES	YES
Statement Of Account	YES	YES	YES
Rent Arrears Managed		YES	YES
Manage End Of Tenancy Deposit Disputes		YES	YES
Deal With All Maintenance Requests		YES	YES
Instruct And Manage/Oversee All Works		YES	YES
Pay All Contractors		YES	YES
Right To Rent Completed		YES	YES
Access To Legal Support		YES	YES
Key Holders		YES	YES
Annual Rent Reviews		YES	YES
Check Annual Safety Certificates		YES	YES
Handle Tenants Notice To Vacate		YES	YES
Complete End Of Tenancy Checks		YES	YES
*Additional Charges May Apply			



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LETTINGS AGENCY AGREEMENT & TERMS OF BUSINESS

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Address of property to be let:

Postcode:

Landlord details

Full name of all owners:

Correspondence address and postcode:

Telephone:

Email:

Landlord(s) declaration (please tick)

UK Resident ☐

Overseas ☐ NRLI form to be provided ☐

Landlord Bank Details

Bank:

Account name:

Account number:

Sort code:

Power of Attorney

Is there a Power of attorney in place giving another person authority to sign documents on your behalf?

Yes No

Do you have Power of Attorney on behalf of the owner of the property to sign documents

Yes No

If yes to either, give details and provide an original copy of the Power of Attorney document.

Notes:

Confirmation of Service (please tick)

Let Only

Premium Managed Inc Inventory, Check out & Rent guarantee insurance policy

Standard Managed

Required to Let

The below are required in order to let your property. If you do not have these, we can arrange for these to be obtained.

	TNA to arrange	Landlord to arrange	Already in place
EPC £95.00	☐	☐	☐
Gas safety certificate from £95.00	☐	☐	☐
Electrical Safety Certificate from £200.00	☐	☐	☐
Rent Guarantee + Legal Expenses 3% of monthly rent	☐	☐	☐
Pre Tenancy Clean POA	☐	☐	☐
Smoke/Carbon Monoxide Alarms POA	☐	☐	☐
Inventory POA	☐	☐	☐
Check out POA	☐	☐	☐

Landlord's authorisation (provision for more than one name)

Signed:

Print:

Date:

The Norfolk Agents' authorisation

Signed on behalf of the agent:

Signed:

Print:

Date:

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