



Clive Lawrence & Co
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Agency agreement-residential lettings

Should you decide to instruct us to place the above property on our register the following terms shall apply.

Clive Lawrence & Co. will charge a fee calculated at 10 % plus VAT of the gross rental income for the full term, subject to a minimum fee of £500 plus VAT This is payable for the entire tenancy at the time of the signing of the contract.

We will undertake to the following (as required)

1. Carrying out valuations and market appraisals on prospective instructions.
2. Introduction of prospective tenants.
3. Negotiating a rent mutually acceptable to both landlord and tenant.
4. Carrying out our standard reference enquires
5. Preparation of the Tenancy Agreement and related notices. The Landlord and the Tenant are responsible for getting their own agreements stamped by the stamp office and paying any appropriate stamp duty.
6. If you decide to renew/extend the agreement with your tenant/s or any person or company connected with your tenants, Clive Lawrence & Co will charge 10% of the rent plus V.A.T for the second six months (if applicable) 7.5 % + V.A.T of the rental income for the second year and 5% + V.A.T for all subsequent years.
7. We may, at our discretion instruct, such sub- agents as we deem necessary to assist us in the letting of the above property any introduction from our sub-agent shall be deemed to be an introduction from ourselves.
8. All soft furnishings must comply with current fire safety legislation. Should you have any doubt regarding any furniture in the property please let us know



9. You must, before your tenancy commences, obtain a gas safety certificate for the property. This certificate can only be issued by a gas-safe installer. a copy of the gas certificate must be sent to each tenant before the tenancy begins and a new certificate must be issued every twelve months. If there is a tenancy in force when the annual safety check is done then the tenants must be sent a copy of the certificate (each) within 20 days. Clive Lawrence & Co are not responsible for carrying out or renewing such checks.
10. All electrical items and installations supplied by must be by law in safe working order and should be checked at least every 12 months by a qualified electrician
11. Clive Lawrence & Co reserve the right to erect the only To-Let notice while the property is on the market and a Let By notice if we are successful in letting the property subject to current legislation on Estate Agent signs.
12. The local authority may regard your property as a 'House in multiple occupation This will depend on the number of tenants, their relationship with each other and many other factors. We advise that you contact your local authority for clarification, before any tenancy commences. Registration of houses in multiple occupation may be compulsory and may require certain safety works to be carried out. Some local authorities require all landlords to register with them, you should check with them to see if this applies a property that is let under this agreement
13. As of the 6th April 2007 it is the legal requirement for landlords to place deposits in a registered scheme within 14 days of receiving them. A free scheme is available, the details can be found at www.depositprotection.com (details are available on request for those who do not have internet access).
14. It is a legal requirement for landlords to carry out a risk assessment for legionella bacteria in all water systems, if you would like Clive Lawrence & Co to carry out this risk assessment on your behalf please inform us in writing,
 - Should you wish us to send you the rent and deposit received from the tenants without deducting our fee please write the word deposit on the bottom of these terms before returning it to us or make this requirement known to us by e-mail before a tenancy commences.
 - On receiving this we will prepare for you, a pro forma invoice before the tenancy begins, we will require you to pay our fee's and disbursements in full within three Working days of the beginning of the tenancy we will then send you all monies we have collected on your behalf.



- In all other cases or, if our fee's and disbursements are not paid within the time limit, we will then send you the monies we have collected with our fee's deducted. You will still be liable to deposit an amount equivalent to the tenants' entire deposit in an approved scheme. Clive Lawrence & co will accept no liability for withholding monies (collected from the tenants) from you where fee's or disbursements are owed to us.
 - We recommend that an inventory is prepared for each tenancy and a check-in carried out at the start of the tenancy, failure to do so could jeopardise your right to claim against a tenants deposit in the event of damages occurring, please let us know if you would like us to arrange a check in and/or an inventory.
15. Our fee shall be due when any person or persons who were first introduced to the property by us subsequently take up residence. Where a tenant introduced by us, takes up residence without our knowledge, these terms will be deemed to have been accepted in their entirety.
16. Clive Lawrence & Co. are members of The Property Ombudsmen scheme.
16. These terms are deemed to have been accepted by both parties as soon as an appointment, or a prospective tenant to view the property is made. Our instuction can be cancelled by giving one week's notice in writing, our fee will become due if any person or person's introduced by us subsequently becomes a tenant of the property Any changes or amendments made to these terms will be deemed to be of no consequence or effect.
18. It is a legal requirement that all properties are fitted with smoke detectors (on each floor) and carbon monoxide detectors (here fuel burning devices are installed) Clive Lawrence & Co will endeavour to check that the appropriate detectors are installed and working but responsibility for compliance lies with landlords. You should not allow a tenancy to start unless you are satisfied that this requirement has been complied with.
- 19 t may be necessary to inform certain authorities, i.e. bank/building society insurance company and the inland revenue, that you are letting the property.

Signed by the said Landlord _____ Dated _____



Registered in England and Wales registration number 4050401