



DEFINITIONS

AGENT means an individual or company who lets or manages property on behalf of its owner.

DEPOSIT means any sum collected from the Tenant at the start of the tenancy, as prescribed in the Tenancy Agreement and held by the member on behalf of the Tenant as security against: performance of obligations under the Tenancy Agreement; any damage to the property etc.; and/or non payment of rent during the tenancy period.

ICE means the Independent Case Examiner.

LANDLORD means an individual or company who lets property.

MEMBER means an Agent or Landlord who has joined the DEPOSIT PROTECTION SERVICE (DPS)

STAKEHOLDER means an individual or company

DEPOSIT PROTECTION SERVICE means the scheme run by the Government for the protection of Tenancy Deposits and the resolution of disputes between Landlords, Agents and Tenants concerning the return of the deposits at the end of tenancies; and which has been set up in accordance with the Housing Act 2004 and under contract to the Department.

ON ACCEPTING INSTRUCTIONS:

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 the mortgagee to the letting. It should be noted that the mortgagee would usually have the 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.
4. We are required to establish whether there are any beneficial owners on whose behalf the transaction or activity is taking place, hence we would request you to identify anyone who you would consider to be a beneficial owner. We will carry out a Land Registry Search upon instruction at a fee of £10 inc VAT, the cost of which will be due to the landlord.

MONEY LAUNDERING REGULATIONS 2017

As with all Estate Agents, Greenfield is subject to Money Laundering Regulations 2017, this means we have to obtain and hold identification and proof of address for all customers. We need to see the following personal documentation as evidence of the Landlord's identity:-

- Current Passport or Current Photo-Card Driving Licence;
- Recent bank statement or household utility bill, which must be less than three months' old.

FEES

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.

Once a Tenant whom we have introduced has entered into an agreement. Our letting commission is 12% inc VAT of the total rent payable for the initial term of the tenancy, subject to a minimum of £960 inc VAT. Our commission is payable in full in advance of the commencement of the tenancy. 'Rent' includes any payment to be made by the tenant for the use of the property, whether expressed as rent premium or any other form of payment and whether paid directly by the tenant or obtained by other means such as deduction from the security deposit.

If we are demanding the rent on your behalf, our fees are an additional 3% inc VAT (total 15% inc VAT) of the rent payable. Please note that if we are providing the Rent Demand service, we will collect our introduction fee on a pro rata basis for as long as this additional service is requested. If we are providing our management Service (which includes Rent Demand) on your behalf, our fees are an additional 6% inc VAT (total 18% inc vat) of the total rent payable on a pro rata basis. We will deduct our fees from the rent collected and pay the balance over to you within 10 working days of receiving cleared funds. Please refer to page 9 where our agreed fees and terms are detailed.

In the event of the Landlord withdrawing the property from the market, after a holding deposit has been received and the proposed terms of the tenancy have been confirmed in writing to the Landlord providing that references are satisfactory, a fee of £240 inc VAT will be payable by the Landlord to cover Greenfield's costs.

Should you request to reduce your service from Full Management or Rent Demand, down to our basic Let Only service, this will be subject to three months written notice at which time the Let Only fee will be due in full to Greenfield, for the remainder of the tenancy term.

NOTICE OF THE RIGHT TO CANCEL

Where this agreement is signed at your home you have a right under 'The Cancellation of Contracts made in a Consumer's Home or Place of Work etc Regulations 2008' to cancel this agreement within 14 days from when you sign the contract. You may exercise this right to cancel if you wish by delivering or sending a cancellation notice to Greenfield at the address shown on the back page of these terms. Any cancellation you send us will be deemed to have been given as soon as it is posted, or if sent by email, the day it is sent.

DATA PROTECTION

The Agent is registered under the Data Protection Act 2018.

LET ONLY SERVICE

The services included in our commission are:

- (a) Marketing the property via our network of offices, the internet and other advertising mediums.
- (b) Accompanying prospective Tenants to view the property and receiving offers.
- (c) Confirming the details of any offer in writing to both parties including any special conditions.
- (d) Taking up references, either via a credit referencing company or bank, employer, previous Landlord if applicable and personal reference. A company reference can be undertaken if required and would be charged separately.
- (e) Informing the tenants of their responsibility to set up standing orders for the payment of rent direct to the Landlords account. Please note we cannot ensure the tenant sets up this order.
- (f) Unless specifically instructed otherwise, we will erect an advertising board which shall be maintained for the duration of the marketing period and at least until the commencement of the tenancy.

If the letting continues beyond the original letting period, whether pursuant to the original Tenancy Agreement, or a continuation, extension or renewal of the term originally granted or any new Tenant granted to the same Tenant or any person nominated or introduced by the original Tenant, our administration fee is subject to a minimum of £480 inc VAT.

RENT DEMAND SERVICE

Additional services included in our commission are:

- (a) Arranging Tenants to sign standing orders for the payment of rent to Greenfield. Monitoring payments received and advising Landlords of any non-payment within 10 days of the rent due date.
- (b) In the event of non-payment we will contact the Tenants by telephone and letter, at weekly intervals.
- (c) Submitting statements of account monthly or quarterly.
- (d) Collecting and holding any security deposit paid by the tenant, as stakeholders (subject to the Tenancy Agreement agreed between both parties).

If at any time during the initial tenancy or during any renewal or extension thereof, the service we provide is reduced to introduction only, then the fee of 12% inc VAT, subject to minimum as aforesaid or the balance thereof, will become payable immediately in full, for the period the tenants remain in the property.

RENT

We will agree with you a rent to be quoted to potential Tenants. Unless specifically agreed otherwise this will not include all payments for which you are responsible, such as ground rent and service charges. Please note however, that it is normal for the tenant to take over responsibility for the gas, electricity, water, sewage disposal and telephone accounts during a tenancy, to pay for any other fuel used and to be responsible for the council tax. On an annual basis you will need to arrange your Gas Safety Certificate. If by prior agreement, your Tenant pays the rent in advance amounting to more than one month, this payment will be set up on a drip feed and will be sent through to the Landlord on a monthly basis in line with the rent due date and not paid over in full at the beginning of the tenancy.

SECURITY DEPOSITS

Unless otherwise instructed this amount will be a maximum of 5 weeks rent for rental income up to £50,000 per annum and a maximum of 6 weeks rent for any amount over. We are unable to hold the deposit for a tenancy or negotiate the deposit return at the end of the tenancy if an independent inventory is not available; in this case you, as the Landlord, must make your own arrangements to hold the deposit and register it with an approved deposit registration scheme within the correct timescale. Where Greenfield hold the deposit it is as stakeholder to both parties. When the Landlord and Tenant agree how the deposit should be returned, in full or in part, it will be paid back within 10 working days of written consent from both parties. If after 10 working days, following notification of a dispute to the Agent/Member and reasonable attempts have been made in that time to resolve any differences of opinion, there still remains an unresolved dispute between you and the tenant over the allocation of the deposit it will be submitted to the ICE for adjudication. No interest will be payable. Deposits held by Greenfield are registered with the Deposit Protection Service. The DPS. The Pavillions, Bridgwater Road, Bristol, BS99 6AA.

AT THE END OF THE TENANCY COVERED BY THE TENANCY DEPOSIT SCHEME

- (a) It is not compulsory for the parties to refer to the ICE for adjudication. The parties may, if either party chooses to do so, seek the decision of the court. However, the process may take longer and may incur further costs. Because it is a condition of the Tenancy Agreement signed by both parties, judges may refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision of the ICE as final and binding.
- (b) If there is a dispute Greenfield must remit to the Deposit Protection Service the full deposit, less any amount already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you or Greenfield want to contest it.
- (c) Greenfield must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.
- (d) Dealing with disputes from non AST's: The Independent Case Examiner (ICE) may agree to resolve any disputes over the allocation of these deposits, by arrangement. If he does:
 - (1) The ICE will propose what he considers the most effective method of resolving the dispute.
 - (2) Landlord, Tenant and Greenfield must consent in writing to the proposal.
 - (3) Disputes will be subject to a fee of £600 inc VAT or 12% inc VAT of the deposit whichever is the greater.
 - (4) The resolution process will not start until the parties' consent, the disputed amount and the fee has been submitted.

INCORRECT INFORMATION

The Landlord warrants that all the information provided to Greenfield is correct to the best of their knowledge and belief. In the event that the Landlord provides incorrect information to Greenfield which causes Greenfield to suffer loss or causes legal proceedings to be taken, the Landlord agrees to reimburse and compensate the Agent for all losses suffered.

Greenfield will, at all times, endeavour to provide the best service possible but accepts no responsibility for any loss or damage suffered by you as a result of:

- (1) Any delay, failure or overpayment by us in relation to the settlement of your accounts relating to the property; or any failure in carrying out any inspection of the property to notice any latent defects or matters concealed from our representatives; or
- (2) Any failure on the part of the Tenant to observe the terms of the Tenancy Agreement, or comply with any obligation imposed by statute; or
- (3) Any defective workmanship or problems associated with contractors instructed to do work on your behalf; or
- (4) Any failure by you to comply with all relevant legislation, safety or other regulations; or
- (5) Any failure by you to comply with the terms of any relevant lease, mortgage or insurance policy relating to the property; or any failure by you to maintain adequate insurance cover.
- (6) By signing these terms and conditions you acknowledge that we have made you aware of your responsibility to adhere to HMO (Houses In Multiple Occupancy) Licence Regulations and will need to check for compliance with your local authority as each authority has varying guidelines. Where we are managing a property we are only managing the individual unit and as such have no liability for communal parts, the building as a whole or any liability in relation to HMO legislation. The liability lies solely and entirely with the Landlord. More information is available at: www.communities.gov.uk

IF THE LANDLORD DECIDES TO HOLD THE DEPOSIT OUTSIDE THE DPS

If the Landlord decides to hold the Deposit himself in relation to an Assured Shorthold Tenancy, the tenant will transfer it directly to the Landlord prior to the commencement of tenancy. The landlord must then register it with a Tenancy Deposit Protection Scheme within a further 10 days. If the Landlord fails to do so, the Tenant can take legal action against the Landlord in the County Court. The Court will make an order stating that the Landlord must pay the Deposit back to the Tenant or lodge it with the custodial scheme which is known as the Deposit Protection Service. In addition a further order can be made requiring the Landlord to pay compensation to the Tenant of an amount up to three times the Deposit. The Landlord will be unable to Serve a Section 21 notice (Form 6A) on their tenant until compliant with the above conditions and the court will not grant the Landlord a possession order. Greenfield has no liability for any loss suffered if the Landlord fails to comply.

INVENTORIES

Unless instructed to the contrary we will employ on your behalf an independent Inventory Company to produce an inventory and check the inventory at the commencement and termination of the tenancy. Please note this is a requirement if we are providing our Rent Demand or Management Service. We cannot be held responsible for any error or omission on the part of the Inventory Company. The fee for making the inventory, checking in and out the tenant/s is payable in full by the landlord. An updated inventory must be carried out for all properties under our Full Management service.

SCHEDULE OF DEDUCTIONS

At the termination of a tenancy, the appropriate Inventory Company will prepare a schedule of condition of the property. Any missing items or damage which may have occurred during the tenancy is recorded on the schedule, copies of which are sent to both Landlord and Tenant who will endeavour to mutually agree what amount, if any, is to be deducted from the security deposit. Please note the cost of the check out will automatically be deducted from the last months rent. **Where we are providing our Let Only Service or Rent Demand Service we will not become involved in any way in the agreement of deductions which must be negotiated directly between the Landlord and the Tenant unless instructed otherwise. For this service there will be a charge of £180 inc VAT payable upon tenancy termination and prior to negotiations.** We are unable to negotiate the deposit return at the end of the tenancy if an independent inventory is not available. Where we provide a Let Only service, we will invoice you directly for the check out once booked. Please note that the check out report will not be issued to you until we are in receipt of full funds for this service.

TENANCY AGREEMENT AND CHARGES

Unless instructed to the contrary our standard form of Tenancy Agreement is used, our charge for which is £180 inc VAT for the Landlord. For a renewal of a tenancy to an existing tenant, a new agreement will be drawn up for your protection, our charge for which is set out above. Although our documents are constantly reviewed and updated by our legal advisers, we must point out that we are not solicitors, we cannot advise you on legal technicalities; you should consult your own solicitor if you require further information about your rights and obligations as a Landlord. Should you require us to serve a Section 8 or Section 21 notice on your

behalf, this will be charged at a cost of £90 inc VAT per notice and a Section 13 notice will be charged at £75 inc VAT per notice.

INSURANCE

Your property and contents must be comprehensively insured. You must inform your insurers of your intention to let the property as failure to do so may mean rejection of any future claim. It is a condition of some Buildings Insurance policies that separate Landlord Insurance is taken out in the event that the property is Let.

PRIOR TO LETTING

Unless we have agreed to do so prior to the commencement of the tenancy, you are responsible for ensuring the property is in good condition for letting. In particular it must be professionally cleaned and be in good repair with all appliances in working order. All properties on the market for let require an Energy Performance Certificate by law in England and Wales. The property must comply with all current legislation regarding the electrical installation and equipment, the gas installation and appliances, smoke and carbon monoxide (CO) alarms, all furniture and soft furnishings and the Homes (Fitness for Human Habitation Act). The appropriate testing and valid certificates are mandatory prior to any tenancy commencing. If we are not supplied with existing and valid certificates we will instruct contractors to carry out the relevant testing at the cost of the Landlord. Should you not sign these terms but instruct us to start marketing and accept viewings on the property you will be bound by all of its terms.

FULL MANAGEMENT SERVICE

We can also undertake the following Full Management Service:

1. Outgoings
We will arrange to pay on your behalf current outgoing such as rent, invoices for maintenance works and safety inspection certificates. 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.
2. Inspections
We will carry out inspections every 4 months after the commencement of the tenancy and will continue to do so until the expiration of the tenancy. It should be understood that any such inspection and assessment of those defects which are brought to our attention, would be of a cursory nature and would embrace only apparent or obvious defects and would not amount in any way to a structural or complete survey. Any further inspection by us or survey carried out by a qualified surveyor or engineer would be by special arrangement and subject to an additional fee.
3. Sole Agency Terms
Commission will be due to Greenfield if at any time a lease is signed with a Tenant who has been introduced to the property during the period of our Agency Agreement. Our appointment as Sole Agent is subject to a minimum period of 4 weeks, after which termination is subject to 2 weeks written notice.
4. Keys
The Landlord must supply one set of keys for each Tenant and in addition one set for the management of the property, to be held at the branch. If you are unable to do so, we will cut additional keys at your expense.
5. Repairs/Replacements etc
Management includes the investigations of defects, which may come to our notice, or any defect which is properly brought to our attention by the Tenant. Work costing up to £250 for any one item will be dealt with as they arise by our property managers without further instruction from you. Where works are likely to exceed £250 as advised by the contractor, we will contact you prior to instructing works except in the case of an emergency. We will endeavour to use any contractors that you have specifically nominated for repair work at the property but cannot guarantee to do so.

Where repairs/renewals, replacements, necessary decorations etc. exceed a cost of £500 we will wherever practical submit to you proper estimates, the exception being in the case of an emergency. Upon your acceptance of any estimates, providing that we are holding or in receipt of funds, we would then instruct the works to commence.

Works undertaken shall be subject to a fee of 12% inc VAT of the total cost. Works of this type will be discussed and agreed with the client prior to the commencement of such works.

TERMS OF MANAGEMENT

Unless otherwise agreed in advance, our appointment as Managing Agent is for the duration of the tenancy term agreed and any renewal or extension thereof to the same tenant, subject to three months written notice to terminate from either side, at which time the Let Only fee would be due in full to Greenfield, for the remainder of the tenancy term.

From the moment of instruction and during the full term of management, we will hold a maintenance reserve of £250 from the rent received to enable us to instruct works to be carried out to the property, both in an emergency and in the normal course of management. We reserve the right to reimburse this working balance out of net rent received from the Tenant. Such funds are held in our client account and as the balance will fluctuate frequently no interest is payable. This working balance must be maintained, as we cannot service any outgoings exceeding the amount held by us on account. In particular please note that in no circumstances will we arrange works prior to a letting (whether requested by you or the intended tenant) unless we are in receipt of full funds to cover the cost.

VOID PERIODS

It must be noted that our Full Management Service as set out in the above does not apply when the property is vacant. If you wish for us to conduct a property inspection whilst your property is vacant our charge for this will be £60 inc VAT.

INSTRUCTION OF SOLICITORS

Should any rent arrears or breaches of covenant be brought to our attention you will be informed. Thereafter should legal action be deemed necessary, you will be responsible for instructing your own solicitor and for any fees or charges pertaining thereto. We cannot take legal action on your behalf, as the tenancy agreement is between the Landlord and the Tenant. We can recommend a solicitor should you require.

INCOME TAX

Income from all residential lettings in the UK is subject to income tax. Greenfield is required to pay basic rate tax to the Inland Revenue for all overseas landlords unless the Landlord has applied for and been granted self-assessment status, in which case, the Landlord may receive the gross rent and must still account to the Revenue each tax year. If the Landlord is not granted self assessment status, they will need to apply to the Inland Revenue for a refund of excess tax once their accounts are up to date. The agent is required to complete quarterly returns to submit to the Revenue and the Landlord. For the additional work involved where a Landlord does not obtain Inland Revenue approval to receive rent gross, Greenfield will make a charge of £120.00 inc VAT per quarter. For further information, please refer to www.inlandrevenue.gov.uk. Greenfield's Overseas Landlord ID is NA10620.

THE RENT

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 lettings to a Tenant leading to an exchange of contracts, we will then be entitled to commission on the sale at the rate of 1.5% of the sale price + VAT. This commission will become payable once the sale is completed or two months after exchange of contracts, whichever date is sooner.

VARIATION OF TERMS

Please note that any variation to the forgoing terms and conditions will only be valid if agreed in writing by a Director of Greenfield.

CLIENT MONEY PROTECTION

Greenfield Estate Agents Ltd hold funds in a client money account with National Westminster Bank, 80-90 High Street, Sutton SM1 1EX.

We are a member of Client Money Protect. Membership Number: CMP001557

REGULATIONS RELATING TO LET PROPERTY

HOMES (FITNESS FOR HUMAN HABITATION) ACT 2019

In England this Act now gives tenants the right to take direct legal action against their landlord if their property is in such poor condition that it is 'not fit for human habitation' at the beginning and throughout the duration of the tenancy, they can seek damages plus request that the property is brought up to a good state of repair. The Act sets out what will be considered under this legislation, namely repair; stability; freedom from damp; internal arrangement; natural lighting; facilities for preparation and cooking of food; water supply; drainage and sanitary conveniences; ventilation; and facilities for the disposal of waste water, plus any of the 29 hazards covered in a Housing Health and Safety Rating Assessment.

Landlords are well advised to ensure their property is in a good state of repair and that any issues with heating, hot water, damp, condensation and ventilation are identified and remedied. Defending a tenants claim could prove to be expensive with having to instruct lawyers and expert witnesses, therefore we recommend any issues of disrepair are investigated immediately and rectified.

THE ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR(ENGLAND) REGULATIONS 2020

All electrical appliances supplied in rented accommodation must be tested for earthing, insulation and leakage and must be safe. Cabling, fuses and plugs must also be inspected and replaced where necessary to the correct rating for that particular appliance. This applies to both new and second hand appliances and covers all electrical items supplied for the intended use of the Tenant. All new appliances must be CE marked and instruction booklets for all appliances must be given to the Tenant at the commencement of the tenancy. The only sure method of ensuring that these appliances comply with the regulations is to have them tested by a qualified Electrical Engineer.

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 places a continuous duty on landlords in England to maintain their property to the electrical safety standards and to have evidence of this. Landlords in the Private Rented Sector must ensure that every electrical installation in their residential premises is inspected and tested at intervals of no more than five years.

These regulations apply in England to all new specified tenancies from the 1st July 2020 and all existing specified tenancies from the 1st April 2021.

GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998

These regulations came into effect to ensure that gas appliances are properly maintained in a safe condition so as to avoid the risks of carbon monoxide poisoning. It is the responsibility of Landlords of domestic properties that all gas appliances and gas installation pipework are checked for safety once a year by a member of the Gas Safe Register and that accurate records are kept of those safety inspections and any work carried out. These records must be made available for inspection by the Tenant. Gas installation pipework includes gas pipework, valves, regulators and meters. If we are managing your property we will arrange for an annual inspection by a qualified engineer and deduct the relevant amount from your account.

FURNITURE AND FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 AS AMENDED

The above regulations were amended in 1993 and have set new levels of fire resistance or domestic upholstered furniture and furnishings. It is now an offence to supply in the course of business any furniture and furnishings which do not comply with regulations. This includes supplying furniture as part of a let residential property. The regulations apply to sofas, beds, bedheads, children's furniture, garden furniture suitable for use in the dwelling, scatter cushions and pillows, stretch or loose covers for furniture and other similar items.

All let property must contain furniture that complies with the new regulations.

Any additional or replacement furniture supplied since 1st March 1993 must comply with the regulations. Any furniture manufactured after March 1990 is likely to comply but if the appropriate labels are not affixed to the furniture, compliance is in doubt and checks should be made with the manufacturer.

Failure to comply with any of these safety regulations may jeopardise the life of your Tenant and lead to prosecution with fines or even imprisonment.

SMOKE / Co2 ALARMS

As of the 1st of October 2015, new regulations require landlords in the private rented sector in England to ensure that a smoke alarm is equipped on every storey of their rented dwelling on which there is a room used wholly or partly as living accommodation when occupied under a tenancy or licence, and that a carbon monoxide alarm is installed in any room which contains a solid fuel burning combustion appliance. They also require landlords to ensure that such alarms are in proper working order at the start of a new tenancy. In addition, the regulations amend the conditions which must be included in a licence under Part 2 or 3 of the Housing Act 2004 in respect of smoke and carbon monoxide alarms.

These requirements will be enforced by local authorities who can impose a fine where a landlord fails to comply with a remedial notice.

LEGIONELLA

In order to comply with the Health and Safety Executive's Code of Practice Landlords are strongly advised to carry out a risk assessment at the property prior to letting especially if there are open water tanks, cooling systems, a hot tub, or a swimming pool. Greenfield requests that a copy of any written risk assessment is provided upon instruction. By signing these Terms of Business, the Landlord acknowledges responsibility for the safety of the Tenant at the property and confirms all risks regarding Legionnaires Disease have been considered and an assessment carried out.



TO PROCEED PLEASE CONFIRM YOUR INSTRUCTIONS BY SIGNING THIS DOCUMENT WITH THE SECTIONS BELOW COMPLETED

I.....

Declare that:

- I am the sole legal owner of the freehold/leasehold interest in the property *OR*
- I am the joint owner of the freehold/leasehold interest in the property with (please print full names):

.....

On whose behalf I am authorised to give these instructions to Greenfield Lettings and Management to make this declaration.

I declare that for the duration of the tenancy I shall be:

- Resident in the UK for tax purposes *OR*
- Non-Resident in the UK for tax purposes (Greenfield NRL Scheme no: NA 10620)

I also declare that should my status change during the tenancy I will notify Greenfield immediately.

I/we hereby appoint Greenfield to act as:

- Sole Agent
- Multiple Agent

You should read carefully to ensure that these terms and conditions are comprehensive and that you are not entering into any agreement that you may later dispute (Please tick and initial service(s) required).

- Letting Service (12%) inc VAT (10% + VAT)
- Rent Demand Service (15%) inc VAT (12.5% + VAT)
- Management Service (18%) inc VAT (15% + VAT)

I hereby authorise Greenfield to instruct contractors on my behalf to carry out the following:

- Gas Safety Certificate - £.....
- Electrical Inspection - £.....
- Inventory preparation and check in - £.....
- Check out - £.....
- Tenancy Agreement - £.....
- Energy Performance Certificate - £.....
- Smoke Alarm Installation - £.....
- Carbon Monoxide (CO) Alarm - £.....
- Deposit negotiation - £.....

PROPERTY ADDRESS

SIGNED

DATED

As of 1st October 2014 new amendments have been made to the Consumer Protection from Unfair Trading Regulations which give you new rights to redress – specifically if you have been the victim of misleading action – for example a false statement – or aggressive selling.

Greenfield Estate Agents is the trading name of Greenfield Estate Agents Limited
Registered office: 13 Claremont Road, Surbiton, Surrey KT6 4QR
Registered in England and Wales No 4661655

Greenfield Estate Agents is now one of the longest established independent estate agents in the area, having been formed in November 1983.

We specialise in assisting private landlords to achieve a sound income from their property investment. A personal service, coupled with professionalism and ongoing training ensures that our staff are fully versed in all new legislation.

Our referencing company is one of the market leaders and thorough identity checks are carried out on all applicants for every tenancy. All statutory property checks are carried out prior to the tenant moving in. With these strengths behind us we are proud to claim that a Greenfield move is a smarter move.

At Greenfield we care for our clients and believe in regular communication. Please call out busy lettings team on 020 8399 7070 or 020 8390 6666.

Surbiton Sales & Lettings
13 Claremont Road, Surbiton, Surrey KT6 4QR
T. 020 8399 7070
E. surbitonlettings@greenfield-property.co.uk
E. surbitonsales@greenfield-property.co.uk

Tolworth Sales & Lettings
383 Ewell Road, Tolworth, Surrey KT6 7DE
T. 020 8390 6666
E. tolworthlettings@greenfield-property.co.uk
E. tolworthsales@greenfield-property.co.uk

Tolworth Lettings Administration & Property Management
426 Ewell Road, Tolworth, Surrey KT6 7EH
T. 020 8399 7355
E. accounts@greenfield-property.co.uk
E. renewals@greenfield-property.co.uk
E. depositreturns@greenfield-property.co.uk
E. propertymanagement@greenfield-property.co.uk

