

# CONFIRMATION OF INSTRUCTION



To instruct Hicks Hadley to let the property, simply sign and return to our Halesowen Office as confirmation to proceed. Please help us to comply with regulations (the Money Laundering Act) by providing **PHOTO ID** and **x2 letters as Proof of Address** (must be dated within the last 3 months). Indicate the service required by ticking the relevant box.

**MANAGEMENT SERVICE REQUIRED**

**FULL MANAGEMENT** [ ]  
 £540 inc. VAT set up fee. Monthly 12.5% commission plus VAT

**PART MANAGEMENT** [ ]  
 £540 inc. VAT set up fee. Monthly 10% commission plus VAT

**TENANT FIND ONLY** [ ]  
 First months rent (up to a maximum of £850 inc. VAT)  
 To include referencing & deposit management

**CERTIFICATES REQUIRED** (Please tick if you would like Hicks Hadley to arrange)

**EPC - £114 inc. VAT** [ ]  
 Energy Performance  
 (Legal Requirement every 10 years)

**GAS CERT - £88 inc. VAT** [ ]  
 Landlords Gas Safety Cert  
 (Annual Legal Requirement)

**EICR - £180 inc. VAT** [ ]  
 Electrical Report  
 (Legal Requirement every 5 years)

**ALTERNATIVE OPTIONS**

**GAS SAFETY & BOILER SERVICE** [ ]  
 £130 inc. VAT

**OPTIONAL SERVICES** (Please tick if you require these)

**DEPOSIT LODGED – MANDATORY** [ ]  
 There will be an **annual fee of £36 inc. VAT** for managing and administration of the tenancy deposit with our approved DPS scheme

**RENT AND LEGAL INSURANCE** [ ]  
**£276 INC VAT for 12 month policy**, cost is deducted out of 1<sup>st</sup> months rent. **(only available on Part or Full Management)**

**ALARMS REQUIRED** (Please tick if you would like Hicks Hadley to arrange)

**SMOKE ALARM - £65 inc. VAT for the first alarm + £20 per additional alarm.** Must have x1 per floor. [ ]

**CARBON MONOXIDE DETECTOR** [ ]  
**£65 inc. VAT for the first alarm + £20 per additional alarm.** (Requirement is x1 alarm per room where a fixed combustion appliance is located (excluding gas cookers).

Address of property to be let

..... Post Code .....

Landlord's Name(s) - As this will be used to draw up the tenancy agreement, please state your full name

.....

Landlord's Address

..... Post Code .....

If the above is not your usual place of abode, please state below

..... Post Code .....

Contact telephone numbers

Home ..... Work ..... Mobile .....

E-Mail ..... Birth Month (for security purposes) .....

I/We confirm that I/we wish to instruct Hicks Hadley Lettings to let the above named property based on the terms and conditions and charges contained within the 'Terms of Business' booklet.

**Signed by** ..... **(Landlord/Owner)** **Date:** .....

Signed for and on behalf of Landlord /Owner ..... **Date:** .....

*Please state your association partner/relative/friend/ power of attorney/ other*

