



CONFIRMATION OF INSTRUCTION

To instruct the agent to let the property, simply sign and return to the Halesowen Office as confirmation to proceed. Please help the agent to comply with regulations (the Money Laundering Act) by providing a passport or similar sized photograph with this form. Indicate the service required by ticking the relevant box.

- TENANT FIND ONLY [] EPC []
 £450.00 + VAT Energy Performance Certificate legal requirement (required every 10 yrs)
- PART MANAGEMENT [] GAS CERTIFICATE []
 £395+VAT Set Up Fee 8%+VAT Commission Landlords Gas Safety Cert
 Relet Fee £395 + VAT Annual Legal Requirement
- PART MANAGEMENT WITH RENT GUARANTEE [] EICR []
 £395+VAT Set Up Fee 10.5%+VAT Commission Electrical report
 Relet Fee £395+VAT Legal Requirement every 5 years
- FULL MANAGEMENT [] GAS SAFETY AND BOILER SERVICE []
 £395+VAT Set Up Fee 10%+VAT Commission LPP []
 Relet Fee £395+VAT Landlord's Protection Plan
 Includes gas/elec cert and boiler service
- FULL MANAGEMENT WITH RENT GUARANTEE []
 £395+VAT Set Up Fee 12.5%+VAT Commission
 Relet Fee £395+VAT

An additional charge of £25+vat per person for referencing will also apply. Please tick to say you understand the charge. []

Address of property to be let

..... Post Code

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

.....

Landlords Address

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

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

..... Post Code

Contact telephone number(s)

Home Work Mobile

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