



Residential Lettings & Management Terms of Business



Able Estates Ltd are a Licensed Agent
and members of ARLA and NAEA



Branches Covering North Kent and South East London

FULL MANAGEMENT SERVICE

We will fully market your property using a variety of property portals including; Rightmove and Zoopla (this list is not exhaustive and subject to change)

We will negotiate with a prospective tenant and agree tenancy terms

All viewings can be accompanied at your request

Obtaining references via an independent referencing service

Draw up the initial Tenancy Agreement

Obtain a deposit from the tenant equivalent to one months rent (unless otherwise agreed) and holding it in a protected clients account, and registering it with the Tenancy Deposit Scheme

Arrange an * Energy Performance Certificate, * Inventory, *Gas Safety Test and *Electrical Safety Test

Arrange monthly rent collection and notify you of any rent arrears

Provide an 'interest in' Able Estates RRP (Rent Recovery Plus policy) for the term of each new tenancy. Free for the 1st term of the tenancy – * renewal charges will apply

We will log a claim under our Rent Recovery Plus policy where required

If necessary: * Issue Section 21 notice to the tenant, attend court on your behalf to obtain a possession order and attend the property with the court bailiff and locksmith. We will carry out this service providing possession is being carried out through a claim instigated through a rent protection policy that has been set up via this office

Arrange quotes/estimates for repair/maintenance work at the property during the tenancy.

Carry out periodic visits 2-3 times a year at the property and report back to the landlord (subject to access being provided by the tenant)

Carry out a check out at the end of the tenancy. Negotiate any deposit issues and liaise with the Tenancy Deposit Scheme.

Fee:

Fee equivalent to 3 weeks rent 'tenant find fee' plus VAT

PLUS 12.5% of the rent due each month plus VAT

***Additional Charges Apply – Must be read in conjunction with our Terms and Conditions of Business & charges on page 12.**

RENT COLLECTION SERVICE

For landlords who would like to be more involved with the management of their properties our rent collection service is a good compromise

We will fully market your property using a variety of property portals including: Rightmove and Zoopla (this list is not exhaustive and subject to change)

We will negotiate with a prospective tenant and agree tenancy terms

All viewings can be accompanied at your request

Obtaining references via an independent referencing service

Draw up the Tenancy Agreement and, at your request, issue a * Section 21 Notice

Obtain a deposit from the tenant equivalent to one months rent (unless otherwise agreed)

Register * Tenants deposit with TDS (Tenancy Deposit Scheme) at additional annual cost

Arrange an * Energy Performance Certificate, * Inventory, * Gas Safety Test and * Electrical Safety Test.

Arrange monthly rent collection and notify you of any rent arrears.

Provide * an 'interest in' Able Estates RRP (Rent Recovery Plus policy) for the term of each new tenancy Free for the 1st term of the tenancy – * renewal charges will apply

We will log a claim under our *Rent Recovery Plus policy where required*.

If necessary: * Issue Section 21 notice to the tenant, attend court on your behalf to obtain a possession order and attend the property with the court bailiff and locksmith. We will carry out this service providing possession is being carried out through a claim instigated through a rent protection policy that has been set up via this office.

Fee:

Fee equivalent to 3 weeks rent 'tenant find' fee plus VAT

PLUS 7% of the rent due each month plus VAT

***Additional Charges Apply – Must be read in conjunction with our Terms and Conditions of Business & charges on page 12.**

Landlords who opt for rent collection service must be aware that we will not become involved in any issues surrounding non-payment of rent if the tenant is claiming disrepair or a failure of the landlord to address maintenance issues in a swift and efficient manner. In these circumstances, we cannot complete rent protection claim forms on your behalf, or attend court for you.

INTRODUCTION SERVICE

This service is for Landlords that want us to find a suitable tenant, draw up the first tenancy agreement and collect the first months rent and deposit from the tenant.

We will fully market your property using a variety of property portals including: Rightmove and Zoopla (this list is not exhaustive and subject to change)

All viewings can be accompanied at your request

We will negotiate with a prospective tenant and agree the tenancy terms

Obtain references via an independent referencing service

Draw up the Tenancy Agreement

Obtain a deposit from the tenant equivalent to one months rent (unless otherwise agreed).

Register * Tenants deposit with TDS (Tenancy Deposit Scheme) at additional annual cost

Provide * an 'interest in' Able Estates Ltd RRP (Rent Recovery Plus policy) for the term of each new tenancy

Arrange an * Energy Performance Certificate, * Inventory, * Gas Safety Test and * Electrical Safety Test.

Issue a * Section 21 Notice (only under an Able Estates Tenancy agreement)

Fee:

One months' rent plus VAT

***Additional Charges Apply – Must be read in conjunction with our Terms and Conditions of Business & charge on page 12.**

The Referencing Procedure

What reference checks are carried out?

We use a referencing agency called Homelet to carry out the references which include the following searches and checks:-

- Credit history check such as Bankruptcy search and search for any CCJ's
- Undisclosed addresses
- Search of electoral register – if the applicant isn't located then proof of residency is required.
- Previous landlord / Managing Agent reference
- Income verification – 6 months pay slips OR previous year's tax return/accountants reference if the person is self-employed. If the applicant cannot provide this information, then alternative means of income can be considered.
- Tenants database check – used to identify if a tenant has been in rent arrears in the past (due to data protection this check is only against Homelet's own database if the tenant is being referenced through Homelet)
- Passport/Identification check
- This list of references is not exhaustive.

Please note that Homelet are unable to carry out credit history checks on overseas addresses – proof of residency is always requested from applicants coming from overseas.

What happens if the tenant fails Homelet's criteria and does not qualify for Rent Protection?

If the tenant fails the referencing procedure then we will place your property back on the market and find you an alternative tenant. In some circumstances the tenant may be able to pay the full rent in advance, or offer the Landlord alternative security and/or a guarantor. Ultimately it is the landlord's decision to accept a tenant without RRP protection. If a landlord does accept a tenant without this cover, then none of the features relating to a RRP policy will apply. As a company, there would be very few situations where we would recommend a tenant to you who does not have the benefit of a RRP (Rent Recovery Plus) policy.

RRP - The Rent Recovery Plus Policy (also known as Rent Guarantee)

When tenants can't or won't pay, you're protected

- Cover for the total monthly rent, no matter how many tenants are on the tenancy agreement
- 100% of the monthly rent paid for up to a maximum of six months from the date of the first arrears
- Legal expenses up to £50,000 to cover eviction costs if the tenant is in breach of their tenancy agreement
- Covers breaches of the tenancy agreement by the tenant if proven, including non-payment of rent and expired Section 21 notices
- 50% of the rent for up to two months after vacant possession has been obtained, whilst new tenants are found – the property MUST be on the market to claim this.

Why do you need Rent Guarantee?

Although we take great care to ensure that the tenants we find for you are thoroughly vetted before a tenancy is agreed, events can occur in the future that can alter their circumstances, for example redundancy, divorce, separation, ill health etc. These unforeseen circumstances can affect a tenant's ability to pay their rent. Without rent guarantee protection a landlord would be liable to pay all costs involved in regaining possession of their property, plus sustain a loss of rent in the meantime. It can take several months to go through this legal process and the financial cost to a landlord could be a loss of thousands of pounds.

Peace of mind for Landlords

As our Landlord, you have an interest noted in our Rent Recovery Plus policy. You will receive a written acknowledgement to confirm your interest in this policy has been arranged. You don't have any rights under the policy, but if your tenant does fall into arrears and Able Estates Ltd makes a successful claim under the policy, any sums recovered that are due will be passed to you.

Terms & Conditions

1) Referencing

- a) The Landlord agrees that if a prospective tenant pays the referencing fee and then decides not to proceed with the letting of the property (excluding where the applicant has not passed the credit referencing) then the Landlord agrees to refund the tenant the full amount, as advised by Able Estates Ltd.
- b) We ask the tenant to pay for the referencing procedure. This fee is taken to show a tenant's intention to proceed with the letting of a property. If a tenant subsequently withdraws their application, the fee is payable to Able Estates Ltd to cover some of the remarketing, referencing and advertising costs.
- c) All reasonable skill in the provision of their services is carried out but because information is supplied by third parties, over whom Homelet or the Agent has no control, it is not possible to guarantee the accuracy of the information they provide.

2) Indemnity

The Landlord agrees to indemnify the Agent against any costs, expenses or liabilities incurred or imposed on the Agent if they were incurred on behalf of the Landlord in pursuit of the Agent's normal duties. To assist the Agent in carrying out his duties effectively, the Landlord agrees to respond promptly with instructions where necessary to any correspondence or requests from the Agent.

Although the aim is to take every care in managing the property, Able Estates Ltd cannot accept responsibility for non-payment of rent, damage or other default by tenants, or any associated legal costs incurred in their collection.

3) Identification

We require photographic identification in the form of either a passport or driving licence AND an up to date mortgage statement from Landlords as proof of ownership.

4) Fees & Commissions.

Fees are due and payable immediately upon a tenant entering into a tenancy agreement with the Landlord. It is agreed that Able Estates Ltd will deduct such fees and commission due from rent monies collected.

5) Payment of rent to Landlord

We endeavor to pay all rents to landlords within 7 working days of receipt of cleared funds less any fees or expenses due or incurred. We pay rents to our Landlords as promptly as possible via BACS. We are unable to pay any rent to a Landlord if we have not received the rent from the tenant.

In the event of a local authority demanding repayment whether in part or in full of housing benefit from Able Estates Ltd and where the funds being demanded have been passed to the Landlord, then I/We hereby acknowledge that I/We (the Landlord) shall be responsible for refunding all monies to the agent without any deductions whatsoever, immediately.

6) Agency Letting Rights.

Able Estates Ltd will be the Letting Agents from the date of this contract, should any party be introduced by the Agent to the property then all fees will be payable to Able Estates Ltd.

I/We confirm that no introduction of a prospective Tenant has already been made. The right is specifically reserved to terminate this agreement at any time if the terms and conditions are unacceptably changed by the Landlord or become unacceptable to Able Estates Ltd.

7) Sale of Property

In the event of a party introduced by the Agent (or any other person or body corporate associate with that party) subsequently purchasing the property, whether before or after entering into a Tenancy Agreement, commission shall be payable by the landlord upon completion – *please see page 12.

8) Insurance

The Landlord is hereby advised to ensure that there is insurance cover in force in respect of buildings and contents (if applicable) and that the insurer is aware that the property is available for letting. Please also notify your insurance company of the date of occupancy. In addition, if the tenant is claiming housing benefit, the insurer must be made aware of this fact.

If the Landlord wishes for Able Estates Ltd to deal with any insurance claims on their behalf, an additional fee is applicable – *please see page 12.

9) General Authority

The Landlord confirms that he/she is the sole or joint owner of the property and that he/she has the right to rent out the property under the terms of the mortgage or head lease. Where necessary, the Landlord confirms that permission to let has been granted by the mortgagee. It is declared that the Agent may earn and retain commissions on insurance policies issued.

10) Renewals

Where the tenancy is renewed for a fixed term or periodic to the same tenant (or any person associated with the tenant) that was originally introduced by the Agent, a renewal fee is payable on the renewal date – please see page 12.

11) Maintenance

The Landlord warrants that the property is made available in good and lettable condition. The Landlord agrees to make the Agent aware of any ongoing maintenance problems.

Subject to a maximum expenditure limit of £200.00 on any single item or repair, the Agent will administer any miscellaneous maintenance work that needs to be carried out on the property. It is agreed that in an emergency or for reasons of contractual necessity where reasonable endeavours have been made to contact the Landlord without success, the Agent may exceed the limits specified and make decisions on behalf of the Landlord.

Where maintenance works exceed the £200.00 limit, the Agent will obtain a quote from a Contractor and seek the Landlord's authorisation of works (*although the administration of major works or refurbishments will incur an additional charge – please see page 12).

The Agent endeavours to select competent tradesmen at a reasonable price but is unable to personally guarantee the standard of workmanship. However, the Landlord retains the right to pursue any claim for work they deem to be substandard against the Contractor direct.

The Agent will arrange for any test required by law to be carried out on the Landlord's behalf/expense and retain the records.

12) Property Visits

Under the Management Service, the Agent will carry out periodic visits 2/3 times a year. The purpose of the visit is to check the property visually, check that the property is being treated in a 'tenant-like' manner and also check the general condition of the property. The inventory is not checked during visits. We will endeavour to check the main items (carpets, walls, cooker, main living areas and gardens). However, the movement of the tenants' possessions is not allowed and therefore, some observations may be restricted. Where a property is felt to be unsatisfactory, the matter will be addressed with the tenant.

Although every reasonable effort will be made, the visits are subject to the tenant allowing access. The Agent cannot be held responsible for not carrying out periodic visits. Upon signing of the Tenancy agreement, the use of the property transfers to the tenant and no-one is allowed access without their consent.

13) Services

The Landlord must advise the utilities companies (Electric, Gas, Water) of the meter readings of the property before the initial tenancy commences. The Agent will take meter readings whenever possible at each change of occupation in the property and inform the Landlord of these readings. If the Agent cannot gain access to read the meters, the Landlord will be informed and may need to arrange to have the meters read by the utility company/block management company. In many cases, the service companies (e.g. BT) require that the new occupiers request and authorise the service and it is not possible for the Agent to do this on the Tenant's or Landlord's behalf.

Regarding post/mail, Landlords should take care to inform all parties (e.g. banks, clubs, societies etc.) of their new address; it is not always possible to rely on tenants to forward mail. The Agent is not responsible for collection or forwarding of any post.

Regarding Council Tax, Landlords and Tenants remain responsible for notifying the relevant council regarding any changes. On the Management Service the Agent will send a copy of the initial Tenancy Agreement to the council.

14) Overseas Residents

When letting a property, and collecting rents for landlords overseas, the Agent is obliged by the Taxes Management Act (TMA) 1970 and the Taxation of Income from Land (Non-Residents) Regulations 1995 to deduct tax (at the basic tax rate) to cover any tax liability, unless the Landlord has been authorised in writing by the Inland Revenue. The Landlord is responsible for supplying the Agent with an exemption certificate and appointing an accountant to manage any correspondence with the Inland Revenue. Any tax deducted by the Agent is forwarded to the Inland Revenue quarterly and any refund of overpaid tax (if applicable) is issued by the Inland Revenue direct.

15) Severance of Management Service

The Management Service may be terminated by either party by way of three months written notice, to take effect from the end of any current tenancy agreement.

A severance fee will also apply where the Landlord intends to continue letting to tenants who have been introduced by the agent after the termination of the agreement – *please see page 12 for severance fee's.

16) Legal Requirements

It is illegal to let the property until we have been issued with the current safety certificates:

- a) **Gas Safety (Installation and Use) Regulations 1994** I/We accept that gas appliances and installations must be checked and found to be safe by a GAS SAFE registered engineer annually. I/We undertake to ensure that the property is inspected annually in accordance with the regulations. **If you require Able Estates to have the safety check carried out on your behalf, we will need the fee to be paid in advance.**
- b) **Landlords will be required by law to install working smoke alarms in their properties from 1st October 2015.** Landlords are required to install smoke alarms on every floor of their property, and ensure they are working at the start of EVERY tenancy. Those who fail to install smoke alarms would face sanctions and could face up to a £5,000 civil penalty.
- c) **Landlords will also need to install carbon monoxide alarms on high risk rooms.** i.e. those where a solid fuel heating system is installed. It is recommended that an alarm be installed next to potential sources of carbon monoxide and sleeping areas. Those who fail to install carbon monoxide alarms would face sanctions and could face up to a £5,000 civil penalty.
- d) **Energy Performance Certificate (EPC) from 1st October 2008,** all rental properties with a new tenancy in England and Wales will be required to have an Energy Performance Certificate (EPC). The energy efficiency and environmental impact of your property will be rated on a scale from A-G (where A is the most efficient and G the least efficient) and current running costs for heating, hot water and lighting will also be shown on the certificate, together with a list of recommended energy saving improvements. **From 1st April 2018 properties with an F & G rating cannot be let or have a tenancy renewed. All properties will need a minimum of an E rating by 1st April 2020.**
- e) **The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)** All soft furnishings or partially furnished properties must comply with fire resistance requirements which come into force in 1988. I/We confirm that no furniture exists within the property that contravenes these regulations.
- f) **Tenants Deposit Protection Scheme under the Housing Act 2004** From 6 April 2007 all deposits taken by Landlords under Assured Shorthold Tenancies (ASTs) in England and Wales must be protected by a tenancy deposit protection scheme. Landlords will be able to choose between three schemes: A single custodial scheme and two insurance schemes. A Landlord has 30 days to register a deposit and pass the registration details to the tenant.

For more information on these schemes please contact:

Custodial Scheme – www.depositprotection.com

TDS ARLA/RICS/NAEA Insurance Scheme – www.tds.gb.com

NDSL NLA/Hamilton Frazer Insurance Scheme – www.mydeposits.co.uk

Landlords will be required to inform Able Estates Ltd prior to the tenancy commencing, which scheme they will be subscribing to before we can forward the deposit.

- g) **Electrical Equipment (Safety) Regulations 2016** Any new appliance purchased by the Landlord for the use of the tenant must bear the CE marking, be accompanied by instructions and safety information in English, be correctly labelled by the manufacturer and contain information identifying the importer. Instructions need to be given out at each new tenancy and the Landlord is responsible for providing these to the Agent.

17) Recommendations:

- a) Electrical Equipment (Safety) Regulations 1994** I/We hereby certify that the wiring in the property in both fixed electrical equipment and electrical appliances, and the building itself meets all safety regulations. **If you require Able Estates to have a safety check carried out on your behalf, we will need the fee to be paid in advance.**
- b) The Housing Health and Safety Rating System (HHSRS)** came into force on the 6th April 2006. The system is part of the Housing Act 2004 and is intended to replace previous systems, the HHSRS is designed to use statistical analysis to produce an accurate and objective assessment of the potential hazards in a property
- c) Legislation changes**
The above-mentioned regulations can be subject to change at any time and I/We accept all responsibility for ensuring that any amendments to either existing legislation or conditions made mandatory by new legislation are fully met.

18) Tenancy Agreements

The Landlord agrees that the Agent may sign the tenancy agreement on behalf of the Landlord and any duly authorised person.

19) Data Protection.

The Landlord(s) hereby acknowledge and agrees to the Agent storing information relating to both the property and the Landlord on computer.

20) Subject to change

All charges detailed within the Able Estates Ltd Terms & Conditions may be subject to change with a minimum 28 days' notice to the Landlord being given.

INVENTORY GUIDANCE NOTES FOR LANDLORDS

Inventory

The purpose of an inventory is to detail the items present and the condition of the property at the start of the tenancy and subsequently it needs to be accurate. **Once the check-in has been completed with the representative of Able Estates Ltd no further changes will be made to the document.**

Description of Items

The Inventory Clerk preparing an inventory is not an expert on: fabrics, woods, materials, antiques etc; nor is a qualified surveyor and so are not able to state whether an item is an antique, made of a precious metal, of unique origin, or whether it is new despite the appearance obviously being so. The description of any listed item is for identification purposes only and we are not able to determine or pass an opinion as to whether an article is a genuine or a reproduction.

Only the side showing of a mattress is checked if readily accessible and the bed is not made. All soft furnishings including mattresses and sofas, must have the fire-retardant labels attached otherwise they cannot remain inside the property.

Towels, bed linen and similar items, kitchen crockery, cutlery, glasses, utensils, pots/pans, will only be listed as an 'assortment' of.

Lofts, cellars and locked rooms

Items left in lofts, cellars, and any locked rooms, sheds, garages will only be listed if the safety of the inventory clerk is not compromised in accessing the contents and if a key is provided. The inventory clerk will not undertake to list every single item in a shed or garage if the view is restricted by any large items. The movement of any large items/heavy furniture/appliances will not be undertaken and therefore, some observations may be restricted.

Working order

The inventory only relates to the furniture, furnishings and equipment/appliances left in the property by the Landlord and does not pertain to the guarantee of any said items being in working order, but is only a record that such items exist at the point of the inventory being compiled and the superficial condition of such items.

INVENTORY & CHECK IN PRICE LIST

Unfurnished

STUDIO	£110.00 + vat
ONE BEDROOM FLAT	£130.00 + vat
ONE BEDROOM HOUSE	£140.00 + vat
2 BEDROOM FLAT	£160.00 + vat
2 BEDROOM HOUSE	£170.00 + vat
3 BEDROOM HOUSE	£195.00 +vat
4 BEDROOM HOUSE	£220.00 +vat
5 BEDROOM HOUSE	£240.00 + vat

INVENTORY PRICES INCLUDE: Inventory, Photographs, and Check In.

FULLY FURNISHED FLATS / HOUSES – Prices on application

All our fees are subject to VAT at the standard rate.

If Able Estates Ltd is the managing agent for the duration of the tenancy, then the property must have an inventory prepared by Able Estates and the tenant must be duly checked in by an Able Estates representative. All Able Estates inventories are fully compliant with current deposit legislation. A fully compliant inventory is necessary should you wish to make a claim against the deposit at the end of the tenancy.

Please note a new inventory will be required at the start of each new tenancy.

***Other Charges/services**

Fee for Abortive work:	£250.00+vat
Supervision of works:	Over £200.00 – 10%+vat of total works
End of Tenancy Check out:	£75.00+vat (free for properties on fully managed service with Able Estates Ltd)
Severance of Management Service 3 months' notice is required If managed service is cancelled it either reverts to Rent Collection or an Introduction Only service with fee payable equal to:	One weeks rent +vat from Management to Rent Collection Service Two weeks rent +vat from Management to Introduction Only Service
Purchase of property by a tenant or party associated with the tenant:	1% +vat of sale price subject to a minimum of £1500.00+vat
Annual Registration of Tenants deposit with TDS	£75.00+vat (free for properties on fully managed service with Able Estates Ltd)
Gas Safety Test Supply & fit either smoke alarm or carbon monoxide	£75.00+vat £75.00+vat for 1 st (of either) £140.00+vat for 2 (of either) £45.00+vat for every further alarm required over 2
Electrical Safety Test	£175.00+vat
Energy Performance Certificate	£90.00+vat
Renewal of Tenancy Agreement	£200.00+vat
Statutory Periodic Notice	£30.00+vat
Section 21 Notice	£75.00+vat
Court attendance Accompany bailiff & locksmith (We will not attend court or bailiffs on Introduction Only service)	£200.00+vat £100.00+vat
Submission & progression of any insurance claims on behalf of the Landlord	£200.00+vat
RRP (Rent Recovery Plus) policy – 1 st tenancy term and any subsequent renewal charges	Properties with one tenant: 6 months rent recovery plus - £100.00+vat 12 months rent recovery plus - £175.00+vat Properties with two tenants or more: 6 months rent recovery plus - £150.00+vat 12 months rent recovery plus - £300+vat
Other insurance products are available through Homelet – please let us know if you are interested in any other policy & we can arrange for leaflets to be forwarded	

Definition of Landlord: The person who, by signature hereunder, instructs Able Estates Ltd to act as Letting Agent and thereby agrees to be bound by this agreement whether in the capacity of owner or duly authorised person.

I/We have read and understood the Terms and Conditions stated herein and duly name Able Estates Ltd as Letting Agents.

I/We hereby appoint Able Estates Ltd to undertake the duties of Letting Agent for the purpose of arranging a Tenancy in respect of

PROPERTY ADDRESS:
.....

Service Required (Please tick)

Introduction Service:

Rent Collection Service: Please sign RRP disclaimer on next page

Full Management Service Please sign RRP disclaimer on next page

The Tenancy will be for a minimum period of six months, at the target rent of £..... per calendar month in accordance with the Housing Act 1988.

You should read this document thoroughly. If you have difficulty in understanding any of the terms or conditions laid out in this document, we strongly recommend that you seek the advice of a solicitor before signing.

Signature: for and on behalf of Able Estates Ltd		Date:				
Print Name:						
Signature: Landlord		Date:				
Print Name:						

If you have opted for the rent collection or full management service which includes the 'interest in' Able Estates LTD RRP (Rent Recovery Plus) policy, then please sign this disclaimer.

Disclaimer

- I understand that I am not purchasing an insurance policy. I have an interest in Able Estates Ltd policy, meaning I have no rights under the policy – but if my tenant does fall into rent arrears and Able Estates Ltd makes a successful claim under the policy, any sums recovered that are due will be passed onto me.
- I understand that I will receive an Acknowledgement of Interest document confirming my 'interest in' Able Estates Ltd policy, but will not receive policy wordings.
- I understand my tenant/s must be referenced for the full amount of rent and have an acceptable reference for my property to be eligible for the Rent Recovery Plus product.
- I understand that in the event of a claim being made under the Rent Recovery Plus policy and the matter proceeding to court, a representative of Able Estates Ltd will be required to attend court. This will incur an extra charge of £200 +VAT.
- I understand that in the event of a claim being made under the Rent Recovery Plus policy and the matter proceeding to a bailiff attending the property, a representative of Able Estates Ltd will attend and this will incur an extra charge of £100.00 +VAT and any lock changing costs will be additional.

Signed By Landlord:

Signature:.....

Print Name:.....

Date:.....