

LANDLORD AGREEMENT



Introduction:

This information pack is used to enter into an agreement under which Sky Blue Homes will supply services as detailed. When this document has been signed and completed, this will be a legally binding agreement incorporating the attached terms and conditions. All payable fees are detailed in this document – there are no extra mandatory fees payable to Sky Blue Homes other than those detailed in the Landlord Fee Structure Page. These three levels of service can be adjusted to accommodate individual requirements if put to us in writing. If you have any queries or issues regarding these options or the following terms and conditions, we will be happy to advise you further.

Please Tick Desired Service (Student Lettings):

OPTION I: TENANT FINDER

WE WILL: Advertise your property via Rightmove, Zoopla Property Group, Prime Location and our own website with professional photography as well as advertising through our centrally located shop and via our database of prospective tenants; carry out viewings; collate references for each tenant: obtain two forms of ID and Visa if necessary, current letting reference (if applicable) and sign a deed of guarantee if necessary; take a security deposit; arrange for the signing of a joint and several tenancy agreement (if applicable) and provide copies of all paperwork.

FEES: Detailed on the Landlord Fee Structure Page.

OPTION II: MANAGEMENT

WE WILL: Advertise your property via Rightmove, Zoopla Property Group, Prime Location and our own website with professional photography as well as advertising through our centrally located shop and via our database of prospective tenants; carry out viewings as well as remote video viewings; collate full references for each tenant: obtain two forms of ID and Visa if necessary, letting reference (if applicable) and sign a deed of guarantee from a UK homeowner and complete a land registry check on the guarantor; take a security deposit; arrange for the signing of a joint and several tenancy agreement (if applicable); update utility providers and the council of the new tenancy; arrange for a photographic check-in report as well as a photographic check-out report at the end of the tenancy; secure all deposits via government-recognised scheme and deal with end-of-tenancy deposit issues; prepare for end of tenancy and re-letting.

Manage the property on a day-to-day basis including collecting rent on a quarterly basis and crediting to your bank account; visiting the property during tenancy to ensure satisfactory condition and tenant happiness; dealing with maintenance inquiries and organising works with carefully vetted tradesmen if necessary; dealing with any tenant issues; liaise with utility providers, council authorities, insurance companies and assist with legal proceedings (please note, Sky Blue Homes is not a legal firm); completing guarantor court procedure if rent has not been paid; claim any loss of rent via the courts.

Provide a replacement tenant service; assistance with HMO applications; provide a utility and council dispute resolution service; refurbishment service; access to our network of contractors; evaluate your asset base, review yields and portfolio performance to ensure maximum profit (including year-on-year rent increase if possible); provide personal consultancy services and investment opportunities if requested; provide accompanied viewings for new investments and advice.

FEES: Detailed on the Landlord Fee Structure Page.

OPTION III: MANAGEMENT + INSURANCE

WE WILL: Provide a full Managed service as detailed above; Arrange optional cover for you and your property against evictions, rent loss, and legal fees up to £100,000.

FEES: Managed fees as above in addition to rent guarantee starting from £300 per year. Please speak to a member of staff regarding a quote.

Landlords Fee Structure

	Let only	Management
Set Up Fees	1 Months Rent + VAT	£399 + VAT
Agree Marketing Rent	✓	✓
Advertise on Property Portals and Relevant Websites	✓	✓
Erect To Let Board	✓	✓
Carry Out Accompanied Viewings	✓	✓
Tenants References	✓	✓
Credit Check On the Tenant	✓	✓
Liaise with Guarantor if Required	—	✓
Guarantor Contracts if Required	£60 + VAT	✓
Prepare Tenancy Agreements	✓	✓
Prepare Photographic Inventory **	Property Dependant*	✓
Collection on Initial Months Rent & Deposit	✓	✓
Deposit Administration	—	£30 + VAT
Rent Collection	—	✓
Arrears Management	—	✓
Managing Repairs	—	✓
Email Monthly Statements	—	✓
Online Transfer Rent within 7 days of Collection	—	✓
End of Tenants Inspection	—	✓
Tenancy Inspection	—	✓
Gas Safety Certificate	£65	£65
Energy Performance Certificate	£75	£75
Tenancy Renewal Fee for Professionals	£200 + VAT	£99 + VAT
Tenancy Renewal Students	—	£199 + VAT
Tenant Eviction Cover	—	Property Dependant*
Annual Account Statement	—	✓
Deposit Dispute Resolution	—	£75 + VAT
Completing a Statuary Declaration	—	£40 + VAT
Submitting Tenancy Notices	—	✓
Liaise with Solicitors for Eviction Proceedings	—	✓
Court Attendance (Daily rate)	—	✓
Fees	1 Months Rent	12% + VAT

Photographic Inventory *

1-2 Bedroom £125 + VAT, 3-4 bedroom £215 + VAT, 5-6 Bedroom £305 + VAT Extra rooms £25 + VAT

Terms and Conditions:

1. The Tenancy Agreement is available for the Landlord's inspection upon request. Landlords wishing to instruct their solicitors to prepare an agreement will be responsible for their own solicitor's fees. Any license required by the local council is the requirement of the Landlord to obtain.
2. Unless we have been instructed otherwise, we will use our standard form of tenancy agreement (and guarantor form if required) in respect of all lettings.
3. This agreement is transferable.
4. Authority is given to discuss relevant details with local councils, utility companies and insurance companies.
5. Unless otherwise agreed, the rent quoted to the Tenant by us on the Landlord's behalf will be inclusive of outgoing such as Service Charges and Ground Rents (where applicable).
6. If the Landlord resides abroad, we advise that they should appoint an accountant/tax advisor to complete any necessary forms and if applicable apply for an Overseas Landlord Exemption Certificate on their behalf.
7. If the Landlord resides in the UK, they should declare their residential lettings income to the Inland Revenue annually as it is assessable for income tax.
8. If the Landlord's property is Leasehold, they must ensure that the intended letting is permitted by their lease, and the tenancy period expires prior to the termination of their lease, and that they have their superior Landlord's written permission.
9. Landlords with non-managed properties are responsible for maintaining up-to-date records of all tenants' Right to Rent details and current legislation.
10. Landlords should ensure their property and contents are adequately insured, and that their insurance company are aware of their intentions (many household policies do not cover unfurnished/furnished lettings).
11. Under Fire and Furnishings Safety Regulations, the Landlord is obliged to ensure that all furniture in properties display a label stating that they are fire resistant. If items of furniture do not comply with fire regulations, the Landlord must either change the items of furniture or authorise us as agents to either replace or remove items before tenancy commences. Failure to comply can result in prosecution.
12. On the Landlord's instructions, we can arrange for the property to be inspected by a qualified electrician to ensure it conforms with the Electrical Equipment (Safety) Regulations 1994. We advise the Landlord to read the Lacors Fire & Safety Guide to ensure their property meets all requirements (we can provide copies if required).
13. Under the Electrical Equipment (Safety) Regulations 1994 and the Gas Safety (Installation and Use) Regulations 1994 and 1996, all low-voltage electrical or gas appliances must be checked by professional tradesmen and marked with the date and time of testing to comply with government regulations. The Landlord must carry out such tests at their own expense. All appliances must have instruction books left at the property. Failure to comply with the regulations can result in prosecution. On the Landlord's instructions, we can arrange the relevant certifications.
14. On the Landlord's instructions, we can arrange for inspection by a Gas Safe registered gas installer in accordance with the Gas Safety (Installation and Use) Regulations 1994 and 1996. Tenants must be supplied with a Gas Safety certificate. Annual inspections are required, the cost of which will be met by the Landlord.
15. The Landlord will also ensure they have a valid Energy Performance Certificate along with Legionella risk assessment & Carbon Monoxide detector before we can rent their property.
16. The Landlord is responsible for making sure all housing regulations (such as Housing in Multiple Occupation (HMO) licensing) are complied with.
17. If the Landlord no longer wants Sky Blue Homes to manage a property, they agree to give one month's notice and pay Sky Blue Homes the Tenant Finder fee. Sky Blue Homes reserves the right to return the management of a property to the Landlord by giving one month's notice.
18. The Landlord agrees to indemnify us as agents against any costs, expenses or liabilities incurred or imposed on us. We will not be liable for damages caused by the tenants or anyone that does not work for Sky Blue Homes Ltd.
19. The Landlord warrants that all the information that has been provided to the agent is correct to the best of their knowledge. In the event that any incorrect information has been provided, the Landlord agrees to reimburse and compensate the agent for any legal proceedings or monetary loss.
20. The maximum amount Sky Blue Homes will pay out for any damages caused by an employee is £5000.00.
21. If we manage the property for the Landlord, Sky Blue Homes will carry out any maintenance works below £150.00 without any consultation from the Landlord unless otherwise agreed with us in writing.

Acceptance of Terms and Conditions:

Please delete where applicable.

In order to instruct Sky Blue Homes to act as your agent please sign below where indicated to accept our terms and conditions and confirm property ownership.

I / we undersigned confirm that I / we are the sole / joint owner/s of the property known as:

Full address of property:

Owner's full name & address:

Email address:

Telephone:

Expected monthly rent: £

Expected deposit: £

I / we would like to be paid monthly rent by:

Sterling cheque

Bank transfer

Please note a charge of £20.00 GBP is payable for sending money to any financial institution NOT within England.

Name of Beneficiary Account:

Bank Name:

IBAN. / Account No.:

Swift Code / Sort Code:

Signed:

Signed:

Date:

Date:

Other Notes: