



## Landlord Terms of Business

Before instructing Black & Golds Lettings please be sure that you have read and fully understand the fees involved and the terms under which Black & Golds Lettings will act on your behalf. This information can be found within the 'Agency Agreement' below and 'Terms & Conditions' which will be sent separately.

By signing these terms, you confirm that you have obtained any necessary consents and/or licences and that you have read and understood these terms.

Property Address: .....

.....

### Landlord 1

Full Name: .....

Address: .....

.....

Mobile Number: .....

Email Address: .....

### Landlord 2

Full Name: .....

Address: .....

.....

Mobile Number: .....

Email Address: .....

To ensure you have the legal right to let the property please complete the details below;

- ☐ Proof of Ownership  
(eg copy of Mortgage Statement or Land Registry)
- ☐ Copy of ID  
(eg copy of Passport or Driving Licence)
- ☐ Proof of Address  
(eg copy of Utility Bill or Bank Statement)

Please provide the bank details that you would like the rent to be paid to;

Account Name: .....

Sort Code: .....

Account Number: .....

Bank: .....

## Agency Agreement

I/We confirm that I/We are the sole owner(s) of the property and, unless otherwise advised, currently reside within the UK. I/We agree to be bound by this contract and certify and I/We fully understand the content and have received a copy thereof: I/We hereby appoint Black and Golds Letting Agents Limited as my/our agent to undertake the following service for the duration of the tenancy. Please tick the required service below.

☐ **Full Management Service**

I agree for Black & Golds to receive rents and to account to me after deduction of outgoings and management expenses at a cost of 9% +VAT (10.8% including VAT) with an initial setup cost of £500.00 (£600.00 including VAT)

☐ **Rent Collection**

I agree for Black & Golds to receive rents and to account to me after deduction of outgoings at a cost of 7%+VAT (8.4% including VAT) with an initial setup cost of £500.00 (£600.00 including VAT)

☐ **Tenant Find Only**

I agree for Black & Golds to receive the initial rent and to account to me after deduction of outgoings at a cost of – 50% of the first month rent, a minimum charge of £500.00+VAT (£600.00 including VAT).

**Deposit Protection with DPS**

- ☐ We/I require Black & Golds to register the deposit with the DPS on my behalf
- ☐ We/I will arrange to register the deposit in a recommended scheme

**Inventory** £125.00+ VAT (£150.00 including VAT)

**Check Out (including dispute with DPS)** £150.00+ VAT (£180.00 including VAT)

**Additional Services:**

☐ **Tenancy Renewal**

Managed/Rent Collection  
£75.00+ VAT (£90.00 including VAT)

Let Only  
£100.00+VAT (£120.00 including VAT)

☐ **Rent and Legal Guarantee**

Managed/Rent Collection  
£20.83+VAT (£25.00 including VAT) per month

Let Only  
£250.00+ VAT (£300.00 including VAT) annually

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> <b>Gas Safety Certificate</b>                   | £75.00+VAT (£90.00 including VAT)  |
| <input type="checkbox"/> <b>Gas Safety Certificate and Service</b>       | £91.67+VAT (£110.00 including VAT) |
| <input type="checkbox"/> <b>Energy Performance Certificate</b>           | £75.00+ VAT (£90.00 including VAT) |
| <input type="checkbox"/> <b>Electrical Installation Condition Report</b> | <i>Quote required</i>              |

## Declaration

Landlord 1 Sign: .....

Print Name: .....

Landlord 2 Sign: .....

Print Name: .....

Date: .....