

14 Tower Street, Rothesay, Bute, PA20 0BZ

Tel 01700 505776

E-mail: david@rothesaypropertyservices.co.ukWeb: www.rothesaypropertyservices.co.uk

Facebook:

www.facebook.com/RothesayPropertyServicesLtd

Contract of Management Services between Rothesay Property Services Ltd (The First Party) and _____, (The Second Party) for Management of _____, Isle of Bute (The Premises).

The First Party and The Second Party by their subscription hereof contract and agree that The First Party will provide management for The Premises which service will include the following services at the following costs:

Full Management Letting Service

- | | | |
|---|---|---------|
| <ul style="list-style-type: none"> ▪ Advertising Property to Let ▪ Receiving application from prospective tenant ▪ Obtaining references for prospective tenant ▪ Preparing Lease, Form AT5 and Ground 2 ▪ Overseeing signatures of paperwork | } | £100.00 |
| <ul style="list-style-type: none"> ▪ Preparing Inventory (if applicable) | | £50.00 |

The following will be carried out for a fee of 14% of monthly rent:

- Receiving deposit, advance rent and collection of monthly rent
- Checking in of tenant
- Advising Service Providers e.g., Gas, Electricity and Council Tax
- Visiting tenant after 1 and 3 months and at regular intervals thereafter
- Service of Notice to Quit if required
- Dealing with all tenant problems or enquiries
- If necessary instructing repairs (Common repairs are maintenance issues and as such are outwith our remit)
- Settling Tradesmen's accounts
- Checking out tenant on conclusion of Lease
- Advising you with regard to the condition of the property, furnishings, etc.
- If necessary pursuing rent arrears up to and not including the raising of court action
- Accounting to you monthly

In the event of involvement by Rothesay Property Services Ltd being required whilst a property is untenanted or under refurbishment we will:

- Identify nature of any works required to return the property to a tenantable condition
- Organise quotations for your perusal
- Subject to your approval, arrange for commencement of said works
- Obtain weekly progress reports from the contractors and report back to you

This service shall be charged out on a time spent basis at £35 per hour.

Please note that Rothesay Property Services Ltd will play no management role in untenanted properties unless an agreement is made between Rothesay Property Services Ltd and the Client – any involvement is likely to be subject to an agreed fee.

In the event of a property being tenanted but no rent being received there may be additional expense incurred by Rothesay Property Services Ltd in attempting to secure recommencement of rental payments. In this instance our services may also be subject to a fee.

Signed _____

Date _____

Signed _____

Date _____

1. The Parties agree that the contract will endure for a minimum period of six months from the date the tenants take occupation of the property or until the cessation of the tenancy, whichever is the latter event.
2. I/We understand that an inventory of furniture and furnishings will be prepared and checked at the commencement and termination of the tenancy and that I/we will accept your decision as to details and assessment of damage (if any) which may be claimed from the tenant. I/we confirm that, to the best of my/our knowledge, all furnishings comply with the Fire and Furnishings (Fire Safety) Regulations 1988.
3. I/we understand that all gas appliances and associated pipe work must be checked and maintained for safety at least every twelve months by a suitably qualified engineer (Corgi Registered) as per the Health & Safety at Work Act 1974 and the Gas Safety (Installation and Use) Regulations 1994 and I/we confirm that I/we REQUIRE / DO NOT REQUIRE (Delete as appropriate) Rothesay Property Services Ltd, to arrange safety checks and servicing as required. **Please note that we will arrange inspections / servicing of gas appliances in the event that a valid gas safety certificate is not delivered to our premises 48 hours prior to the commencement of a Lease.**
4. In the event of maintenance or repairs being required to the property, I/we authorise Rothesay Property services to instruct such repairs to the value of £ . Thereafter I/we understand that instructions will be sought. If your authorised amount is zero, please be aware that if a repair is deemed to be an emergency and we are unable to contact you we will go ahead and authorise an emergency repair.

Details of Appliance Guarantees, etc _____

Council Tax Reference Number _____

Electricity Supplier and Account Number _____

Gas Supplier and Account Number _____

Factor _____

Client Contact Information

Client Address _____

Client Phone Number(s) _____

Client Email Address _____

Smoking: yes/no Pets: yes/no Housing Benefit: yes/no Children: yes/no

I/we _____, appoint Rothesay Property Services Ltd as Management Agents on the above terms.

Signed _____ Date _____

Signed _____ Date _____

We, Rothesay Property Services Ltd accept the appointment on the above terms.

Signed _____ Date _____