



## Property Management Agreement

**Between**

Agent  
 Clarke and Co Property Ltd  
 92 Topping Street  
 Blackpool  
 FY1 3AD

**And**

Landlord .....

Correspondence  
 Address .....

.....

The Landlord Agrees to appoint the Agent to act for them in renting out the property known as:

Address .....

Postcode .....

Flat No's  
 (if multiple) .....

This agreement is in effect from ..... for a period of 12 months  
And is subject to and in agreement with the Terms and Conditions of business as attached

The initial rents sought will be as follows:

### Let Only

Our Let Only service is designed for active landlords who are just looking for us to find them a quality tenant. You might choose this service to cut costs or for peace of mind. Advertising for a tenant can be a costly process and we currently cover all aspects of advertising saving you both time and money. You will have the option of one of our distinctive 'To-let' board outside the property as soon as you sign up. As well as generic daily adverts in the local paper we also would include your property with colour photos and detailed descriptions on various internet based property portals. In addition to this, our office location makes us stand out from the rest. Topping Street in Blackpool town centre is a renowned place for people to start their residential lettings search.

### Managed

Our managed service is designed for Landlords who want little workload. In addition to the 'Let only' services, we will deal directly with all tenants acting on your behalf, often contacting you to inform and consult you of any news or changes. We basically act as a 'middle man' taking the weight off your shoulders. It is our job to find and reference tenants, collect rent, chase rent arrears, and pay rent to the landlord. We would consult you on any changes or if the property needs any repairs or refurbishment. Most Landlords set a maintenance budget of £150 per repair. What this means is that any essential work under £150 we will carry out with our in house team. This budget can be adjusted accordingly. We issue monthly Landlord statements and pay rents to a bank or building society of your choice

### Full Management

Full management is the most popular of our services because it provides the perfect solution for the landlord looking for a 'hand off' and hassle free approach. To put it simply we deal with all aspects of your property and you just get the rent paid direct into your account. This is a rolls royce service for a Landlord and is especially useful for someone who doesn't live in the area. In addition to 'Let Only' and 'Managed' we will pay Water bills, electric bills, and Council tax. We will be responsible for maintaining all of these services so will deal with all renewals as well as working with the council to inform the movement of tenants and help to ensure that the correct discounts are applied.

### Summary

	LET ONLY	MANAGEMENT (n/a to HMO)	FULL MANAGEMENT
Market Appraisal	✓	✓	✓
Advertising	✓	✓	✓
Arrange and Conduct Viewings	✓	✓	✓

## Summary continued

	LET ONLY	MANAGEMENT (n/a to HMO)	FULL MANAGEMENT
Reference Tenants	✓	✓	✓
Tenancy Agreement (6 month AST)	✓	✓	✓
Property Inventory	✓	✓	✓
Rent Collection	X	✓	✓
Organise Property Repairs	X	✓	✓
Monthly Landlord Statements	X	✓	✓
Payment of Rents to a bank of your choice	X	✓	✓
Inform local authority of changes in tenancy	X	✓	✓
Check Inventory on termination of tenancy	X	✓	✓
Pay Landlord Utilities	X	X	✓
Provide info requested by accountant	X	X	✓
Attend Council inspections (charge at hourly rate)	X	X	✓
Carry out regular inspections/ report any concerns	X	X	✓

	LET ONLY	MANAGED	FULL MANAGEMENT
<b>Letting Fee</b>	£350	£150	£100
<b>Monthly Management Fee</b>	X	10%	15%
<b>Please select Which option you would like</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature under Appropriate box</b>			

The Landlord authorises the Agent to carry out such repairs as they may consider necessary to the Property and its contents, up to a limit of £ ..... per repair(exclusive of VAT) without prior consent

**Bank Details**

Bank/Building Society Name		Account name	
Address		Account number	
Postcode		Sort Code	

**Contact Details**

Point of Contact	
Telephone No	
Email	

**Declaration**

I hereby instruct Clarke & Co to act and continue to act upon the conditions stated in the separate document 'Term and Conditions of Business' and to execute a Tenancy Agreement on my behalf. The agreement shall remain in force until I or Clarke & Co cancel (conforming to our terms and conditions). I confirm I have permission to let from the mortgagee and have buildings insurance cover .

**Landlord(s)** ..... **Landlord(s)** .....

**Print Name** ..... **Print Name** .....

**Date** ..... **Date** .....