



winchester white

THE LETTINGS AGENT

Property Details

Flat/House Number _____ Building Name/Number: _____

Street Name: _____ Post Code: _____

Full name of Owner/s
(as the Land Registry) _____

If the Property is jointly owned please state the names of all Owners. If the Property is corporately owned or owned by a trust, the full name of the company/trust, the company registration number and registered office address must appear on this form, which must be signed by an authorised signatory.

This instruction is for the (please tick)

Commission (see 3.3.2)

Renewal Commission (see 3.3.3)

Lettings and Management Service	17 % +VAT (20.4% inc VAT)	<input type="checkbox"/>	15% + VAT (18% inc VAT)	<input type="checkbox"/>
Lettings Service Only	11%+ VAT (13.2% inc VAT)	<input type="checkbox"/>	9% +VAT (10.8% inc VAT)	<input type="checkbox"/>
Short Let Service including Management	25% + VAT (30% inc VAT)	<input type="checkbox"/>	25% + VAT (30% inc VAT)	<input type="checkbox"/>
Administration Fee	£320 +VAT (£384 inc VAT)		£150 + VAT (£180 inc VAT)	

**** A renewal fee is due for each and every renewal, extension or hold-over of the Tenancy or new agreement with the Tenant. ****

Example of commission:

On a 12 month managed long letting of £1,000 per month total commission fees of 17% would be £2040.00 +VAT (£2,448.00 inc VAT).

Other charges:

Energy Performance Certificate fee (if Owner does not arrange one) - see 3.12.1	£99 +VAT (£118.80 inc VAT)
Inventory and check-in fee (invoices provided)	Varies depending on the property
Abortive tenancy fee (aborted after agreements drawn up but before signing) – see 3.9	50% of full fee payable + expenses
Annual inspection fee (Management services only) – see condition 4.2	£100 + VAT (£120 inc VAT)
Overseas landlord fee if no HMRC approval to receive gross rent – see 3.19.3	£250 + VAT (£300 inc VAT)
Major works administration fee (if any works exceed £1,500) – see condition 5.4.2.5	10% of works invoice inc VAT
Professional cleaning (invoices provided) – see condition 3.10	Varies depending on the property
Exceptional or unusual duties as instructed by Owner/s – see condition 4.1	15% + VAT (18% inc VAT) of the amount invoiced by the contractor or supplier overseen by the Agent
Legal proceedings – see condition 4.3	£350 + VAT (£420 inc VAT) per day or part day

Full details of commission and other fees are set out in conditions 3 and 4 and the Owner/s is/are reminded to read these carefully.

I/We confirm that I/we are the sole/joint owners of the property

I/We confirm that I/we are am/are UK Resident/ non UK resident for tax purposes Landlord Details

Address (not the rented property address):

Flat/House Number: _____ Building Name/Number: _____

Street Name: _____ Post Code: _____

Bank Details (To receive Rent Payments):

Name of Bank/ Building Society: _____

Name of Account Holder/s: _____

Account Number: _____ Sort Code: _____

I/we, the undersigned Owner(s) hereby appoint Winchester White as Agent on my/our behalf on the attached terms and conditions.

I/we have read the terms and conditions of this agreement. In particular conditions 3, 4, 5.5, 7, 13.

I understand that if I fail to sign this instruction form, but continue to instruct the agent, the agent will treat this as acceptance of this instruction form and the attached terms and conditions. I understand that I may have the right to cancel the Agreement within 14 days of signing as detailed in condition 13.

The agreement is only binding once it has been accepted by the signature of a duly authorised member of staff of Winchester White Estate Agents Ltd or by the agent starting to provide these services.

Signed: _____ Owner/s

Name Printed: _____ Date: _____

Signed _____ For Winchester White

Name Printed: _____ Date: _____

Please sign both copies of the Instruction Form and terms and conditions, returning one copy of each to Winchester White. Receipt of these will allow our office to commence marketing your Property.

WINCHESTER WHITE