



**AGENCY AGREEMENT**  
**LETTING ONLY SERVICE**

**OUR SERVICE**

1. Providing a rental valuation of the property and giving advice as required.
2. Advertising as necessary, interviewing and selecting tenants, arranging/carrying out viewings.
3. Taking up references and credit checks as appropriate.
4. Advising on the transfer of gas, electricity, and council tax accounts. We will only take meter readings and inform suppliers as part of the inventory process. Landlords need to make their own arrangements if not taking this service.
5. Collecting the first advance rental and security deposit to be retained in an appropriate scheme
6. Drawing up a standard Assured Shorthold Tenancy Agreement, signing on your behalf and arranging signature by the tenant/s.

If you require our Services beyond this point, please enquire about our Full Management Service.

**FEES**

Our fee for the Letting Only Service is three weeks rental + VAT = £706

This fee will become payable upon the signing by the tenant/s of the Tenancy Agreement as above, and will be deducted from the monies received by us as at 5 above.

We are happy to renew existing tenancy agreements at a cost of £80+ VAT

Preparation of Inventory

**Please Note. We do not complete an inventory as standard for let only properties.** If you would like an inventory prepared we would be happy to prepare one on your behalf at a charge of £50+ VAT. If you do wish us to prepare an inventory, please tick this box.

**TERMS**

Whilst we shall use our best commercial judgement in the selection of tenants and the execution of our Service hereunder, we shall not under any circumstances be liable for non-payment of rent or any other outcome of a tenancy or for any legal costs resulting there from. Insurance policies are recommended to cover such risks.

I/we\* confirm:

- 1) That I/we\* wish to appoint you to act on my/our\* behalf in accordance with this Agreement.
- 2) That I am/we are\* the sole owner/joint owners\* of the property appended below.
- 3) That I/we\* have been advised of my/our\* responsibilities for gas, furniture and fire, and electrical safety, and undertake to ensure compliance with the relevant legislation.

\* Delete as applicable

Full address of property to be Let: .....

.....

Signed: .....

Print Name/s: ..... Date: .....

**(IF PROPERTY IS JOINTLY OWNED ALL PARTIES SHOULD SIGN)**



**STONES ESTATE AGENTS, 25 GARLONDES, EAST HARLING, NR16 2NN**  
**TEL: 01953 718 752 WWW.STONESESTATEAGENTS.CO.UK**  
**INFO@STONESESTATEAGENTS.CO.UK**

Signed by or on behalf of Agent:

.....

Date: .....

June 2013

Registered office: Faiers House, Gilray Road, Diss, Norfolk IP22 4WR  
Registered in England Company Registration Number: 6486525  
VAT No 929758660

