

## Landlord Letting Instruction Confirmation For "House Number" "Sample Tenancy Address 1" as of 10/03/2011

### My Details

"LL Forename" "LL Surname"  
"LL Address Line 1"  
"LL Address Line 2"  
"LL Address Line 3"  
"LL Address Line 4"  
United Kingdom  
XX00 0XX

Landlord Reference: lan-1

Letter Reference: Unsent letter

### Contacting Me

I would like you to post all correspondence to me at the address above (please let us know if you would rather receive emailed correspondence).

I realise that you may send messages to my mobile phone to inform me of matters concerning my property. I agree that when I'm on holiday I will still check and respond to these messages.

### My Bank Details

This is the bank account to which I expect you to pay any funds due to me. I realise that you may sometimes pay me by cheque.

**"Landlord Bank Account"**

**12345678**  
**12-34-56**

### My Property Details

#### Location

The property I would like you to rent is

**"House Number" "Sample Tenancy Address 1"**

**"Sample Tenancy Address 2"**

**"Sample Tenancy Address 3"**

**"Sample Tenancy Address 4"**

**XX00 0XX**

### My Authority

I can confirm that :-

- a. I am entitled to enter into this Agreement to let the Property
- b. I am the freehold owner of this property or if I am a leaseholder that I have consent to let the Property from the Freeholder

- c. If I have a mortgage I have consent from the mortgagee to rent the Property
- d. I am entitled to all rent from the Property
- e. I have given you all the relevant information regarding the Property especially ones which affect the Tenant's use of the Property
- f. I have informed my insurance company that the Property is to be let

## Rent

I want you to advertise the rent on a payment schedule of

From	To	Total Rent
Start Tenancy (01/07/2010)	End of Tenancy	Payment of £500.00 per calendar month

The minimum rent I want you to accept is Payment of £400.00 per calendar month, unless I agree otherwise with you. I want you to advertise the property for 500.00.

## Available Dates and Duration

The Property is available to rent from 01/07/2010.

The minimum term duration of Tenancy I will accept is 6 Months and the maximum term duration I will accept is 6 Months.

## Tenants

The maximum number of individuals I will accept is 2. I understand that this relates to the suitability of the Property to accommodate that number of individuals. This is likely to be equivalent to the number of bedrooms in the Property.

The following types of tenant are acceptable to me:-

- Employed
- Self Employed
- Unemployed
- Student
- Own Means
- Retired
- Company
- Council

I understand that you will follow your Tenant Vetting Policy to determine their suitability as a tenant.

## Utility and Council Tax Bills

I expect the tenants to pay for any charges arising from the use of:-

- Television Licence
- Electricity
- Gas
- Telephone

I will pay for any charges arising from the use of :-

- Council Tax / Rates
- Water

## The Tenancy Deposit

A deposit of 700.00 to be collected by the Agent, held and protected by the Deposit Protection Service (DPS) , in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit including the repayment process can be found at [www.depositprotection.com](http://www.depositprotection.com)

The DPS will provide information to the tenant, the landlord, and any relevant party advised as part of the deposit submission confirmation as set out in the Terms and Conditions in support of the requirements of parts (a) to (f) of Section 2, Prescribed information relating to tenancy deposits set out within the Statutory Instrument 2007 no 797

The Housing (Tenancy Deposits) Prescribed Information) Order 2007 (the "Information Order").

The DPS cannot and is not required, however, to deliver all aspects of the information and conditions set out in part (g) Section 2 of the Information Order. The Housing Act 2004 makes clear (s213 (5)) that the responsibility to provide all of the Prescribed information to the Tenants and any Relevant Party associated with the tenancy lies with the Landlord.

## Advertised Description

I can confirm that the description below is correct:-

"Sample Tenancy - Property Description"

## Furniture and Fittings

The property is Furnished

I can confirm that soft furnishings comply to the (fire) (safety) regulations 1988. I understand that I am liable for the cost of maintaining the supplied furniture and fittings.

## Maintenance and Safety Certificates

These include safety certificates such as gas safety inspections.

The following certificates are overdue:-

- None

The following certificates will become due in the next month:-

- None

## Access to Property

I realise that you will phone or send a text message to arrange access to the Property. If this is my number then I will ensure that I arrange access. If this is the current tenant's number then you will phone the tenant or send a text message to arrange a time to enter the Property. If this time is not convenient the onus is on the tenant to contact "Branch 1 Marketing Name" to re-arrange a more convenient time. I will highlight these arrangements to my tenant.

## Special Tenancy Conditions

I want you to add the following clauses (if any) to the Tenancy Agreement:-

NONE

## The Service I Want is "Let Only - Pass - DPS"

I authorise you to act on my behalf and do anything I could do myself in respect of the letting of the Property. I indemnify you against any claims and liabilities incurred by you in the proper performance of this Agreement.

## Informing me my Property is Let

You will inform me as soon as an application is made. Once I am informed that you have found a prospective tenant I will not let the property to anyone else. I will also inform anyone else looking for tenants on my behalf that the property is let. I will check that the proposed tenancy agreement is acceptable to me'

## Rent Collection

I realise that after any initial money is collected from the tenant that I'm responsible for collecting rent. I understand that you are not liable for any default by the tenant.

## Repairs to my Property

I understand that if I have arranged for you to arrange repairs for my Property I realise that you will take this from funds held by you on my behalf. I will forward payment to you within 10 days if there are insufficient funds.

I know that in the event of an emergency or where it is not practical or possible to contact me that you will arrange for any necessary work to be carried out.

## Inventory and Inspecting my Property

I understand that you will not be carrying out any inspections during the tenancy.

## Your Charges

### Fees

- \* Descriptive Charge 1
- \* Descriptive Charge 2
- \* Descriptive Charge 3

I realise that you will take these from funds held by you on my behalf. I will forward payment to you within 10 days if there are insufficient funds.

## Other Conditions

### Your Liability

I understand that you are not liable for:-

- a. any inaccurate forecasts of income or expenditure - forecasts are estimations only.
- b. any defects in my Property.
- c. the performance or any work carried out by contractors on my behalf.

## Terminating this Agreement

I realise that I must give you 3 months notice to end this Agreement.

## Confirmation of this Agreement

To accept the terms of this agreement I understand I must sign and return it to your office at "Branch 1 Address 1", "Branch 1 Address 2", "Branch 1 Address 3", "Branch 1 Address 4", XX00 0XX.

**SIGNED and DATED** by "LL Forename" "LL Surname" (the Landlord)

Landlord Sign Here

Date Here

**SIGNED and DATED** by an authorised person of "Branch 1 Marketing Name" (the Agent)

Agent Sign Here

Date Here