



SKAMPI – SUITE 1, REAR OF 109 GEORGE LANE, SOUTH WOODFORD, LONDON, E18 1AN
0208 989 7041
0208 987 4646
info@skampi.co.uk
www.skampi.co.uk

SKAMPI

MANAGEMENT SERVICE AGREEMENT

An agreement made on the date of **00.00.0000** between the landlord named **Mr/ Mrs/ Ms**
_____ of property address
_____ (hereinafter called the principle) of one part and
SKAMPI of Suite 1, 109 George Lane, South Woodford, London, E18 1AN (hereinafter
called the agent) of the other part.

RE: PROPERTY ADDRESS

(The dwelling House situated at and being)

Whereby it is agreed as follows:

PREPARATION WORK:

1. The agent will take full details of the property and provide a comprehensive presentation of the property.
2. The agent will provide marketing support for the property, which will include, where required, and at their own discretion advertisements in order to secure a satisfactory tenant or tenants.
3. The agent will negotiate and agree the terms of letting and keep the principal informed at all times.
4. The agent will carry out a complete reference search and will provide the principal with reports upon receipt of satisfactory reference and agreement by the principal and the agent will prepare the standard Assured Shorthold Tenancy and other legal documents.
5. The agent will accept and hold tenants deposit against dilapidation's until such time when the tenant/s vacate. The annual charge for this insurance is £54.00 inc VAT and is payable at the start and at the renewal of each tenancy. SKAMPI is a member of the Tenancy Deposit Scheme, which is administered by: The Tenancy Deposit Scheme, PO Box 1255, Hemel Hempstead, Herts, HP1 9GN – phone 03000 037 1000 – website: www.tenancydepositscheme.com – email: deposits@tenancydepositscheme.com
6. The agent will arrange to check in the tenants and provide a check in report which will include an inventory of the apartment.

MR M. A. MALLICK T/A SKAMPI
REGISTERED ADDRESS: 10-16 TILLER ROAD, LONDON, E14 8PX
ENGLAND
VAT: 826 8191 07



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7. The agent will guide tenants to transfer utilities – Gas – Electric – Telephone & Broadband- Council Tax- Television Licence – Water in their names.
8. If the principal has not provided SKAMPI with a valid Gas Safety Certificate also known as GSI (this is compulsory as from 1st October 2008) the agent is obligated to have this carried out and in place prior to tenant/s moving into the property. SKAMPI offer this service to landlords at an additional cost of £102 inc VAT.
9. The principal will provide SKAMPI with a set of keys for emergency purposes. The principal will also be responsible to provide each tenant named on the tenancy agreement with a set of keys.
10. The principal is obligated to provide SKAMPI with a copy of the Energy Performance Certificate also known as an EPC. An EPC is a legal requirement and SKAMPI are within their rights to refuse uploading any property advertisements without a valid report. SKAMPI offer this service to landlords at an additional cost of £114 inc VAT.

RENTAL PAYMENTS:

11. The agent will collect rents as & when due and account to the principal within 10 working days of receipt. This excludes weekends and bank holidays.

Name of Bank:

Sort Code:

Name on account:

Account No:

12. Should the tenant/s fall into arrears on the rental payments due, the agent will endeavour to recover the outstanding rent but the agent will not be held liable for any rent arrears. The agent will advise if the principle should appoint a solicitor.

STATE OF REPAIR:

13. Inspections will be carried out 4 times during the year and will be organised by SKAMPI. Dated photographs will be taken of the property and will be e-mailed to the principal.
14. The principal will be responsible for all the repairs and maintenance on the property.
15. The agent is at liberty to receive reports from the tenants concerning maintenance and repairs.
16. The agent will request approval from the principal should parts be required before any repair work is carried out on the property. Agents will rectify any maintenance should they be able to whilst on site.
17. In case of an **EMERGENCY** situation, the agent will instruct a tradesman to carry out the works up to the value of **£400.00** after obtaining approval from the landlord. Should the works exceed the authorised **£400.00**, the agent will seek further instructions from the principal.
18. The agent will confirm that all the maintenance and repairs are carried out correctly.

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COMPLETION OF TENANCY:

19. At the end of the tenancy, a disrepair assessment (check out report) will be carried out with the tenants in attendance.
20. The agent will upon assessment make such deductions as are necessary from the tenant's deposit in order to compensate for such disrepair, in accordance with the Tenancy Deposit Scheme.
21. Where applicable, the agent will seek new tenants to ensure continuity of occupancy.
22. If the property remains unoccupied between letting periods, it must be distinctly understood that the management service does not include supervision of the property. Although in normal circumstances where viewing appointments are conducted, periodic visits may be made.

FEES:

On finding a tenant who is acceptable to the principal, the agent's fees will be as follows:

Letting Fee:	# % inc VAT – paid annually in advance and upon each renewal – Pro Rata refund does/ does not apply as per Skampi Terms of Business
Management Fee:	# % inc VAT – of the total rent due for the tenancy payable monthly and in advance.
Total Fees:	# % inc VAT for the term of the tenancy

Example: If your monthly rental was £....., you will pay a LET fee of £..... inc VAT for the term of the tenancy. You would also pay a MONTHLY MANAGEMENT fee which would be £..... inc VAT. Please note the figure noted in the example above is subject to change and this will increase/decrease based on your rental figure.

Should the principal's account become overdrawn in excess of £200.00, the principal will agree to settle the overdrawn balance to bring their account back up to date.

RIGHT TO CANCEL/ 14 DAY COOLING OFF PERIOD:

The principal is given a 14 day "cooling off period" from the point of signing this management service agreement. Should the principal choose to terminate this contract within the 14 day period SKAMPI will require this in writing in the form of a letter or an e-mail sent to info@skampi.co.uk. The principal will not be charged for this cancellation within the time frame if a tenant has not been secured. However, if a tenant is secured by SKAMPI during the 14 day time frame by a tenant paying a £500.00 holding fee, it is agreed the principal will be liable to pay SKAMPI the full fee stated on their service agreement.

I/We confirm that I/we have read the terms and conditions and hereby authorise SKAMPI to act on my/our behalf in the letting of the under mentioned during the initial 12 months tenancy

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period (and any agreed renewals/extensions), to sign all agreements, to collect rents where due on my/our behalf. I/We agree to pay by deductions from the rental income the let fee and any miscellaneous fees agreed. I/We agree to indemnify SKAMPI for all costs incurred on my/our behalf. I/We confirm that I/we am/are the owner/s of the property known as:

As WITNESS the hands of the parties hereto the day and the year herein before written:

Signed by the principal:_____

Signed by the agent:_____

SKAMPI

National Approved Letting Scheme - membership number A3033
Tenancy Deposit Scheme - membership number G08071



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