



SKAMPI – SUITE 1, REAR OF 109 GEORGE LANE, SOUTH WOODFORD, LONDON, E18 1AN

0208 989 7041

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www.skampi.co.uk

## **SKAMPI** **LETTINGS 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:

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 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 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](http://www.tenancydepositscheme.com) – email: [deposits@tenancydepositscheme.com](mailto:deposits@tenancydepositscheme.com)

The Agent shall hold the Deposit under the terms of the Tenancy Deposit Scheme. The annual charge for this insurance is £54.00 inc VAT and is payable at the start and at the renewal of each tenancy. The agent holds tenancy deposits as Stakeholder. At the end of the tenancy covered by the Tenancy Deposit Scheme if there is no dispute the Agent will keep any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or repay the whole or the balance of the Deposit according to the conditions of the Tenancy Agreement with the Landlord and the Tenant. Payment of the Deposit will be made within 10 working days of written consent from both parties. If, after 30 working days following notification of a dispute to the Agent and reasonable attempts having been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit it will be submitted to the ICE for adjudication. All parties agree to co-operate with any adjudication. The statutory rights of either the Landlord or the Tenant(s) to take legal action against the other party remain unaffected. It is not compulsory for the parties to refer the dispute to the ICE for adjudication. The parties may, if either party chooses to do so, seek the decision of the Court, However, this process may take longer and may incur further costs. Because it is a condition of the Tenancy Agreement signed by both parties, judges may refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision of the ICE as final and binding. If there is a dispute the agent must remit to The Dispute Service LTD the full deposit, less any

MR M. A. MALLICK T/A SKAMPI

REGISTERED ADDRESS: 10-16 TILLER ROAD, LONDON, E14 8PX

ENGLAND

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amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not the agent or landlord wants to contest it. Failure to do so will not delay the adjudication but The Dispute Service LTD will take appropriate action to recover the deposit and discipline the agent and landlord. The Agent must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute. The Landlord warrants that all the information he has provided to the Agent is correct to the best of his knowledge and his belief. In the event that the Landlord provides incorrect information to the Agent which causes the Agent to suffer loss or causes legal proceedings to be taken the landlord agrees to reimburse and compensate the Agent for all losses suffered.

6. The agent will arrange to check in the tenants. The principal will provide an inventory (if applicable) or will request the agent to procure an inventory at an additional cost (please request).
7. The agent will advise the 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 1<sup>st</sup> 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 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.
10. 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:**

11. 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.

#### **COMPLETION OF THE TENANCY:**

12. At the end of the tenancy, a disrepair assessment will be carried out with tenants in attendance.
13. Where applicable, the agent will seek new tenants to ensure continuity of occupancy.
14. If the property remains unoccupied between letting periods, it must be distinctly understood that the letting service does not include supervision of the property. Although in normal circumstances where viewing appointments are conducted, periodic visits may be made.
15. In any instance, if the tenant purchases the property, SKAMPI'S commission will be charged at 1.2% inc VAT



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**FEES:**

16. 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

**17. TERMINATION OF SERVICE AGREEMENT:**

The principal is given a 14 day termination period from the point of signing this lettings service agreement. Should the principal choose to cancel the 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 this 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 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:

**PROPERTY ADDRESS:** \_\_\_\_\_

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

**Signed by the principal:** \_\_\_\_\_

**Signed by the agent:** \_\_\_\_\_



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

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