



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

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 will hold the tenants deposit and insure it under the landlords name with My Deposits; a charge of £54.00 inc VAT per annum will be charged onto the landlord's account and is payable upon each renewal - www.mydeposits.co.uk - 0333 321 9401.
6. The deposit will be held as security for performance of the Tenants' obligations hereunder and shall be repayable to the Tenants only after the end of the Tenancy and after deduction/s there from by the landlord of any sums required to compensate the Landlord (deductions to be agreed by both parties), whether wholly or in part, for any breach of obligation on the Tenants' part.
7. 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).
8. The agent will advise the tenants to transfer utilities - Gas - Electric - Telephone & Broadband- Council Tax- Television Licence - Water in their names.
9. 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.
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

MR M. A. MALLICK T/A SKAMPI

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

ENGLAND

VAT: 826 8191 07



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

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.

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.

COMPLETION OF THE TENANCY:

13. At the end of the tenancy, a disrepair assessment will be carried out with tenants in attendance.
14. Where applicable, the agent will seek new tenants to ensure continuity of occupancy.
15. 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.

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

Example: If your monthly rental was £....., you will pay a LET fee of £..... inc VAT for the term of the tenancy. 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 £500.00, the principal will agree to settle the overdrawn balance to bring their account back up to date.

17. **RIGHT TO CANCEL/ 14 DAY COOLING OFF PERIOD:**

The principal is given a 14 day "cooling off 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.

MR M. A. MALLICK T/A SKAMPI

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

ENGLAND

VAT: 826 8191 07



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

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: _____



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