

Alba St. Andrews will take the first rent and deposit payments from the tenants on the move in day. A fee of 50% of one months' rent achieved + VAT will be deducted prior to payment being forwarded to you. This initial payment can take up to 10 working days from the move in date to be sent to you. Rent will be due by the tenant/s on the 1st of every following month and Alba St. Andrews will advise your tenants that payment should be made to you via standing order to the account details provided on the attached form.

I/We confirm that if for any reason I/we wish to terminate this Authority to Let prior to tenants being secured for the initial tenancy, I/we will pay in full a Sign-Off Fee of £175 plus VAT

In order to rent your property there are a number of legal requirements which must be satisfied prior to tenants taking occupancy.

- **Landlord Registration:** All owners must register as landlords with the local authority and your rental property added to your portfolio. Further information can be obtained from Landlord Registration Scotland: www.landlordregistrationscotland.gov.uk
- **Gas Safety Certificate:** If the property is supplied by gas then you must obtain a gas safety certificate on an annual basis from a registered gas engineer.
- **Energy Performance Certificate:** This certificate can be obtained from a surveyor and is required to be renewed every 10 years.
- **Portable Appliance Test:** This certificate can be obtained from most electricians and is recommended to be renewed every 3 years.
- **Tenancy Deposit Scheme:** You are required by law to lodge the deposit with one of the three tenancy deposit schemes in Scotland. Under Regulation 42 of the 2011 Act you are also required to provide your tenant with the following information:
 - Your Landlord Registration status
 - Confirmation of receipt of the deposit
 - Confirmation of the date it was paid to an approved scheme
 - The address to which the deposit relates
 - The reasons why part or all of the deposit might be retained at the end of the tenancy, with reference to the tenancy agreement.
- **Tenant Information Pack:** From May 1st 2013 all Landlords and Letting Agents are required by law to provide tenants with a Tenant Information Pack along with copies of the safety certifications listed above. This is a standard document produced by the Scottish Government. Failure to provide this pack is a criminal offence and carries a fine of up to £500.

Alba St. Andrews can carry out the following optional services for an additional fee – please indicate if any of the following services are required in addition to the standard Let Only package:

ARRANGING SAFETY CERTIFICATES	£25 + VAT	Required / Not Required
PROVIDE TENANT INFORMATION PACK	£25 + VAT	Required / Not Required
INVENTORY PREPARATION	From £75 + VAT	Required / Not Required

I/We agree to take full responsibility to ensure the property is in a legal condition to rent out and all necessary safety certificates and legal requirements have been met as detailed above. I/We agree to lodge our tenants' deposit with one of the Tenancy Deposit Schemes. I/We agree to ensure that tenants are provided with a Scottish Government Tenant Information Pack upon entry to the property. I/We agree to provide copies of safety certificates/appropriate information to Alba St. Andrews prior to any tenancy agreement being signed.

AUTHORITY TO LET <<PADD1>>, <<PADD2>>, <<PADD3>>, <<PPSTCD>>

This Authority to Let shall be governed by and instructed in accordance with Scots Law and the parties hereto submit to the exclusive jurisdiction of the Scottish courts.

Landlord Print Name:	CLARE WRIGHT	Landlord Signature:	<i>Clare Wright</i>	Date:	14.11.13
Landlord Print Name:		Landlord Signature:		Date:	
Staff Print Name:	<i>[Signature]</i>	Staff Signature:	H MILLER	Date:	14/11/13



ALBA ST. ANDREWS COPY OF AUTHORITY TO LET

(PLEASE COMPLETE IN BLOCK CAPITALS)

Full Registered Name of all Legal Owner/s of the property (must be full title to ensure legality of lease and associated legal documents):

ANDREW WALTER YORKSTONE WRIGHT

CLARE CATHERINE MARY JOSEPHINE WRIGHT

Home Address:

CROFT BUTTS

SMIDDY BURN

KINGSBARNES FIFE KY16 8SN

Mobile Contact No: /

Work Contact No: /

Home Contact No: 01334 880247

Fax No: /

First E-mail Address: sweethopecottages@yahoo.co.uk

Second E-mail Address: /

Bank/Building Society: /

Account Name(s): CLYDEDALE BANK

Sort Code: 82-67-30

Account Number: 30229533

Building Society Ref No: /

I/We hereby appoint Alba St. Andrews, 125b Market Street, St Andrews, KY16 9PE to act as my/our Agents for a Let Only package as detailed below on the property at:

Property Address	SWEET HOPE COTTAGE, SMIDDY BURN
Town	KINGSBARNES FIFE
Postcode	KY16 8SN

PLEASE COMPLETE THE FOLLOWING PROPERTY QUESTIONNAIRE

AND RETURN WITH YOUR AUTHORITY TO LET CONTRACT

INFORMATION REQUIRED

Please confirm the first date the tenancy could start from:	01.12.13
Please confirm the deposit amount you wish to request from the tenants?	monthly rent + £100
Would you like a 'For Let' board to be placed at the property for marketing purposes?	<input checked="" type="radio"/> YES / <input type="radio"/> NO
Will you consider tenants who have pets? (If you answer yes we shall ensure the tenants sign a pet clause when they sign the lease)	<input checked="" type="radio"/> YES / <input type="radio"/> NO
Our properties are all deemed as 'Non-Smoking' unless otherwise advised. Will you allow smokers?	<input checked="" type="radio"/> YES / <input type="radio"/> NO
Will you allow students?	<input checked="" type="radio"/> YES / <input type="radio"/> NO <i>And why</i> Undergraduate / Postgraduate (delete as appropriate)
Please confirm the Council Tax Banding for the property (this can be checked on the Fife Council website):	✓
Does the property have an active phone line available for tenant use?	<input checked="" type="radio"/> YES / <input type="radio"/> NO
Will you allow tenants to install a satellite dish on the property?	<input type="radio"/> YES / <input checked="" type="radio"/> NO
Who is the current supplier for utilities?	Gas – Electricity – ✓ Other –
Is garden maintenance included in the rental price?	<input checked="" type="radio"/> YES / <input type="radio"/> NO
If you answered 'No' to the previous question then please confirm if you have provided tools for tenant use:	<input type="radio"/> YES / <input checked="" type="radio"/> NO
Landlord Registration Number: (Please ensure you send this onto us at a later stage if you are unable to provide it now)	380645 / 250 / 14271

CERTIFICATIONS

We will require a copy of the items listed below prior to a tenancy agreement being signed. Please indicate by ticking the appropriate box whether you will provide these or if you wish for us to obtain them on your behalf. If we are to obtain these we will require payment up-front and will contact you to arrange this – our arrangement fee (£25 + VAT) will be deducted when the first rent payment is made.

	COST	ALBA TO ARRANGE	I WILL ARRANGE
Gas Safety Certificate	£88.00 (incl. VAT)	<input type="checkbox"/>	<input checked="" type="checkbox"/> n/a
Energy Performance Certificate	£75.00 (incl. VAT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Appliance Test	£2.25 per item + VAT	<input type="checkbox"/>	<input checked="" type="checkbox"/> n/a

TENANCY DEPOSIT SCHEME

Please indicate which deposit scheme you have registered with. (Delete as appropriate)

<input type="checkbox"/> Letting Protection Services Scotland	<input type="checkbox"/> Safe Deposits Scotland	<input type="checkbox"/> MyDeposits Scotland
---	---	--