

31 JUN 2015

Head Office and All Services:

6 Bloom Farm, Main Street, Livingston Village
Livingston, West Lothian EH54 7AF
Tel: 01506 496 006 Fax: 01506 494 946

email: rent@letting-solutions.co.uk
website: www.letting-solutions.co.uk



LANDLORD'S INSTRUCTIONS AND MARKETING AGREEMENT WITH LETTING SOLUTIONS LTD

Property Address:

..... 29 TAYLOR GREEN
..... DEER PARK
..... LIVINGSTON, WEST LOTHIAN EH54 8SY
I JOHN MCNAUGHT declare that

- I am the sole owner of the above mentioned property, or:
 - I am the joint owner of the property with..... MARGARET MCNAUGHT
on whose behalf I am authorised to give instructions to Letting Solutions Ltd.
Delete as appropriate
1. I have notified the mortgagee of my intention to let the property and have obtained/will obtain their approval of this action.
 2. I have notified my insurance company of my intention to let the property and will (a) obtain their agreement to extend the insurance cover of the property to suit the changed circumstances, or (b) obtain their agreement to replacement insurance being provided through authorised agents of Letting Solutions Ltd, in which case I agree that Letting Solutions' agents can call me and discuss the insurance products available.
 3. I agree that during the period when Letting Solutions Ltd are acting for me in marketing the property, I will not place the property for rent or sale with any other letting or selling agency except with the written agreement of Letting Solutions Ltd.
 4. I agree for a "To Let" sign to be erected (additional charge of £30 plus VAT = £35.25).
(This is a very useful Marketing tool; 90% or so of our business is generated through "To Let signs" and internet marketing.)
 5. I agree that all contact between landlord and prospective tenant up until the point where the lease is signed should be through Letting Solutions Ltd, and thereafter such contact in the case of a managed property will be done in accordance with the management agreement between Letting Solutions Ltd and the landlord.
 6. I accept that the landlord is responsible for compliance with gas safety regulations (requiring annual safety checks) and other related safety obligations prior to and during

the letting.

7. I agree that this agreement can be terminated by Letting Solutions Ltd at the discretion of the company, and by the landlord provided the marketing fee for any suitable tenant found by Letting Solutions Ltd by that time is paid.
8. I authorise Letting Solutions Ltd to market and advertise the property for rent at £ 675. pcm and to secure a tenant for the property, taking up appropriate references and preparing Letting Solutions' tenancy agreement.
9. **I will provide 3 full sets of keys before marketing commences. If 3 full sets of keys are not provided, then Letting Solutions are authorised to have the required keys cut, the cost of which - £75 + £30 administration plus VAT - can be deducted from the first month's rent.**
10. I agree that if the property is not "Ready to Rent" (in terms of Letting Solutions' advice) at the point when the inventory inspection is carried out, the work should be carried out by Letting Solutions' contractors at cost of work plus administration costs, which will be notified to the client and deducted from the first month's rent, and understand that failure to complete such works may result in the start of the tenancy being delayed.
11. I would like to take out a rent guarantee and legal expenses insurance policy for the duration of the tenancy and Letting Solutions should contact me about this.
12. I would like Letting Solutions to arrange installation of a carbon monoxide detector.

I have read and accept the terms and conditions of this agreement and agree to pay Letting Solutions Ltd a one off marketing and tenant finding fee as set out in the Company's fees, terms and conditions of service document(s) for managed and unmanaged properties. *If the property is to be managed by Letting Solutions Ltd, the additional fees/charges for this service will be agreed separately.*

I have read the company's separate statement of fees, terms and conditions of service for managed/unmanaged properties.

This agreement is for:-

- A) Managed Property
- B) Unmanaged Property
- C) Furnished
- D) Part furnished
- E) Unfurnished

(Please advise Letting Solutions if the rental amount and status of the property differs from the above)

Signed

Landlord John McNair Date 26/6/2015
PRINT NAME JOHN MCNAIR Landlord Reg No

Agent for Letting Solutions Ltd Date
PRINT NAME

Marketing Instructions (Tick as appropriate):

- *Standard rental period (initially 6 months) required.*
- *Short term tenancy (2-5 months) acceptable if longer term let not available.*
- *Courier advert - text plus photo - to be placed (weekly cost price of 55.60 plus VAT = £65.33).*
- *Photos of property available.*
- *Photos of property to be taken by Letting Solutions Ltd.*