

# CITY PROPERTY LETS

www.citypropertylets.co.uk

58 Gloucester Road  
Bishopston  
Bristol BS7 8BH

T 0117 908 0062



## NEW MANAGEMENT FACTFIND 2024

Please ensure that this information is completed as accurately as possible in order to assist us with the effective management of your property.

<b>Address of Property</b>	
<b>Name of legal owner(s):</b> Please tick main contact	
<b>Address of legal owner/representative</b>	
<b>Name and phone number of representative.</b> <b>Next of kin:</b>	

<b>Telephone number(s):</b> Please tick main contact.	
<b>Email address:</b> Please tick main contact.	

Monthly statements are sent by email.

Please tick here if you would like a copy of your monthly statement sent via post

<b>Account name:</b>		<b>Bank name:</b>	
<b>Account number:</b>		<b>Sort code:</b>	

<b>Address of property:</b>			
<b>Date available:</b>		<b>Length of let:</b>	
<b>Desired rent:</b>		<b>Desired deposit:</b>	

<b>Freehold or leasehold:</b>		<b>Ground rent:</b>	
<b>Name and address of freeholder:</b>			
<b>Management company:</b>		<b>Service charge:</b>	
<b>Management company address / contact name and telephone:</b>			

<b>Buildings insurer</b>		<b>Contents insurance:</b>	
<b>Lender:</b>		<b>Permitted to let:</b>	
<b>NRL1:</b>		<b>Accountant name and number:</b>	

Type of property:	
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Cooker Gas/Electric	
Washing machine	
Fridge	
Freezer	
Microwave	
Dishwasher	
Tumble Dryer	

Additional WCs	
Double glazing	
Intruder alarm	
Fire alarm	
Gas Central Heating	
Garage	
Furnished	

Broadband	
Council Tax band	
Parking	
Garden	
Showers	
Baths (ensuites)	
Unfurnished	

Pets Yes/No	
Children Yes / No	

Professionals	
Students	

Bedrooms	
Receptions	

Gas meter location			
Electric meter location			
Stopcock location			
Boiler warranty (if applicable)		Date of last boiler service:	
Gas safety certificate expiry date:		EPC Rating:	
Gas supplier:		Electric supplier:	

Any other notes: i.e. shared utilities / shared access / included bills or any other relevant information.	
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**Your Signature(s):**

- I confirm that the above information is complete and correct to the best of my knowledge.
- I confirm that the person listed as my representative above has permission to assist City Property Lets with the management of my property when I am unavailable.
- I confirm that I have read and accept the City Property Lets Terms and Conditions of Engagement and Privacy Policy

Signature:		Date:	
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## LANDLORD TARIFF FROM 1<sup>ST</sup> January 2024

All fees are inclusive of VAT.

<b>Management Fee:</b>	<b>14.4%</b>
<b>New tenancy set up Fee:</b>	<b>£474.00</b>
<b>Mid Tenancy change Fee:</b>	<b>£240.00</b>
<b>Project Management:</b> <i>Refurbishment and upgrading, arranging and overseeing.</i> <i>This applies to works in excess of £999.00</i>	<b>12% of invoice cost</b>
<b>Services at an Hourly Rate:</b> <i>Night call outs, additional paperwork requests, overseeing insurance claims, arranging insurance, additional block management work, property search/sale support</i>	<b>£40.00 - £70.00 per hour</b>
<b>Susan Powell Professional Fees:</b>	<b>£168.00 per hour</b>
<b>Wendy Pinker Professional Fees:</b>	<b>£120.00 per hour</b>
<b>General Professional Fees:</b>	<b>£60.00 per hour</b>
<b>Bristol City Council HMO Licensing:</b> <i>Complete and file an application</i>	<b>£120.00</b>
<b>Visit property with Bristol City Council:</b>	<b>£ 60.00</b>
<b>Subsequent visits (Per visit):</b>	<b>£ 60.00</b>
<b>Paying the licence fee on your behalf:</b>	<b>£ 42.00</b>

Additional services can be provided, such as:

cleaning, gardening, minor maintenance, rubbish removal, replacement furniture and electrical items. Settling and processing of invoices not related to property management on behalf of the landlords.

Note: For general maintenance and building works, City Property Lets may receive commission from contractors.

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## TERMS AND CONDITIONS OF ENGAGEMENT January 2024

Prior to receipt of your instructions, a representative of City Property Lets will attend the property and subsequently prepare an appraisal to provide you with our opinion of the likely rental income and most appropriate type of tenants.

On receipt of instructions to let and subsequently manage your property we will market the property using local advertising, shop window advertising, our own website, internet portals. On occasions Facebook, Instagram and a 'To Let' board at the property may be used.

Appointments to view the property will be made with prospective tenants between the hours of 9.00 a.m. and 4.30 pm Monday to Friday, liaising with the current occupants where necessary, or by preparing a virtual viewing to be sent out to interested applicants.

References will be obtained for individual or corporate applicants and a deposit will be taken, which we will then hold as stakeholders. The deposit is held by City Property Lets for the duration of the tenancy and returned directly to the tenants at the end of the tenancy, subject to performance of their obligations. Please see the link below regarding current deposit protection - [www.tds.gb.com](http://www.tds.gb.com).

The tenancy agreement fee is £474.00 (inc VAT) payable with each new tenancy (no more than once in a 12-month period).

The fee for a mid-term tenant swap is £240.00 (inc VAT)

Collection of rent is made in accordance with the terms of the Tenancy Agreement. In cases of late or persistent non-payment, City Property Lets will endeavor to notify you at the earliest possible opportunity and offer help towards the legal steps for the recovery of rent. City Property Lets are not responsible for any legal costs in connection with the recovery of any rent/damages or repossessions of the property.

Client accounting is carried out monthly around the 15<sup>th</sup> or 25<sup>th</sup> of each month dependent on rent payment dates.

Where instructed by the Landlord and subject to receipt of demands, we will make payments in respect of ground rents, service charges, Local Authority taxes and Water rates from the rental income.

City Property Lets will inspect the property before the deposit is refunded to the tenant and prepare the property for re-letting or return to the landlord.

City Property Lets will attend to the day-to-day minor repairs and maintenance of the property and the landlord's contents on the landlord's behalf. We cannot undertake to meet any outgoings beyond funds held, a request for an ON-ACCOUNT payment from the Landlord will be made in respect of these.

We would obtain estimates for consideration by the landlord for any major repairs or maintenance. However, in emergencies and when considered necessary we will act to protect the Landlord's interest without consultation. City Property Lets may receive commission from third party contractors to cover costs associated with such liaison.

City Property Lets reserves the right to charge the Landlord 12% inc VAT on the total value of invoices over £999.00 that are paid for by City Property Lets on behalf of the Landlord. A discussion with the Landlord would take place prior to any charges being made.

During void periods, which we endeavor to minimize, we are not responsible for the security of the property.

It is a term of the contract that City Property Lets Ltd carries out the above services with reasonable care and skill. However, we are unable to guarantee the suitability or performance of tenants, timely rental payments, or vacant possession at the end of the tenancy and, accordingly, we do not accept liability should these or other such problems arise.

City Property Lets Ltd require that the Landlord(s) obtain the following permissions prior to letting, where appropriate:

- (i) Consent to let from your mortgage lender.
- (ii) If you are a lessee, you may be required to obtain permission to underlet from your lessor.
- (iii) If you are a joint owner, you should, ensure that all the other joint owners are named on the tenancy agreement and on the City Property Lets Landlord Fact Find as owners and confirm that you are authorized on their behalf.
- (iv) You should notify your insurance company of your intention to let and obtain their agreement to extend the insurance cover on the property and its contents to cover changed circumstances.

City Property Lets requires that furnishings provided by Landlords comply with the 1987 Consumer Protection Act and the Fire and Furnishings Regulations 1988 & 1993.

It is the landlord's responsibility as owner to ensure that the property meets the requirement of the Housing Act 2004 in relation to properties that are deemed to be 'Houses in Multiple Occupation' and more specifically houses that require a license under any relevant legislation.

The Landlord has a duty of care to their tenants that necessitates the installation of either smoke detectors/or a full fire alarm system and carbon monoxide detectors.

City Property Lets will arrange an annual safety check of gas appliances in accordance with the Gas Safety (Installation and Use) Regulations 1994 and arrange for testing of all of the landlord's electrical appliances on behalf of the landlord. City Property Lets will also arrange for 5 yearly NICEIC checks and 6 monthly fire checks where appropriate.

Under section 78 of the Taxes Management Act 1970, if you are resident, abroad it will be necessary for you to obtain an exemption certificate (NRL 1), which you can obtain from our office or the Inland Revenue. This certificate permits the letting agent to remit funds to you abroad without the deduction of tax. It would be advisable to obtain advice from either an Accountant or the Her Majesty's Revenue and Customs to establish your potential liability.

Mail redirection is the responsibility of the Landlord.

City Property Lets Management Service January 2024