

CITY PROPERTY LETS LETTING ONLY SERVICE

58 Gloucester Road
Bishopston
Bristol
BS7 8BH

Landlord Declaration Form

908 000 62

FOR THE COST-CONSCIOUS LANDLORD

For a fee of **£594.00*** INC VAT - January 2024

(up to 1 bedroom) Plus £120.00 INC VAT for each additional room

We Will:

- Appraise Your Property
- Market Your Property
- Process Applications
- Arrange Deposit direct to Landlord.
- Obtain References/ Guarantors
- Arrange First Month's Rent direct to Landlord.
- Produce The Tenancy Agreement
- Set Up Standing Orders for Rent Payments

It's EASY, EFFICIENT AND EFFECTIVE



MATERIAL CHANGES

CPL MUST BE ADVISED OF ANY ALTERATIONS OR MATERIAL CHANGES MADE SINCE WE LAST LET THIS PROPERTY.

info@citypropertylets.co.uk
www.citypropertylets.co.uk

Please note: If you would like us to carry out accompanied viewings of the property an additional charge of £144.00 inc VAT will apply

Address of Property to be let:	
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Your name/s as legal owner/s: (please tick the main contacts details)	
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Your home address/s	
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Contact Details:	Home Telephone/s	
	Mobile/s	
	Work Telephone/s	
	Email/s	

Letting Start Date:		Deposit:	
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Rent:		Council Band:	
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Viewings are to be carried out by:	Landlord:		Tenant:		CPL:	
	Best Contact Number:					

Suitable for:	Professionals:		Student:		Family:	
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To enable us to set up your rental payments (by standing order) please provide your bank details

Account Name:					
Account Number:		Sort Code:			
Bank Address:					

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Registration Form Part II

Number of Bedrooms:				Number of Reception Rooms:			
How many double Bedrooms:				Number of bathrooms:			
Shower		Bath		Washing Machine			
Alarm		Alarm Code		Cable TV/Broadband			
Garden		Parking		Electric Heating			
Furnished		Unfurnished		Patio/Balcony			
Fire Alarm		Smoke Detectors		Economy 7 Heating			
Garage		Dishwasher		Gas Central Heating			
Tumble Dryer		Additional WC		Please enter any additional information in the box below e.g.: does the property have any shared utilities, bills included or other important information that tenants should be made aware of?			

Please read the following information carefully and confirm with your signature and date below

<p>I /We authorize City Property Lets Ltd to act as Letting agent in respect of the above indicated services and confirm details as requested.</p> <p>I /We confirm I /We am/are the legal owner/s of the property, and any Lender and Insurer has been informed of the letting, that the property has Building Insurance including Landlords Liability Insurance.</p> <p>I/We agree to supply current Landlord's Gas Safety, PAT Certificate, EPC, EICR, Fire alarm certificate or confirmation that the property complies with current legislation regarding minimum standards for fire alarm and the installation of a carbon monoxide detector prior to marketing the property by City Property Lets.</p>	<p>I/We agree to ensure that any portable appliances have been safety tested in accordance with the Electrical Equipment Regulations 1994.</p> <p>I/We confirm that any furniture conforms with the Furniture and Furnishings (Fire safety) regulations 1993 terms.</p> <p>Should the property be a Licensable HMO a copy of the current license will be required prior to letting.</p> <p>Please note that the Landlord has a 'duty of care' to ensure that the property is let and maintained in a safe condition.</p> <p>Please be aware that we do not notify the Utility companies or local authority of any change of tenancy.</p>
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<p>Anyone collecting a deposit in connection with a residential tenancy must be a member of an approved scheme. Please indicate your choice of scheme and provide your membership number:</p> <p>Name/s of Deposit members.</p>	TDSL		DPS		TDS	
	Membership Number:					

By signing this Agreement, you also agree to the terms of our Privacy Policy (available on our website) and City Property Lets letting only Terms and Conditions of Engagement (available on our website)

Please complete and return this form together with copies of:

A valid Gas Safety Certificate,

PAT test Certificates

Energy Performance Certificate,

Electrical Installation Conditional Report,

Bristol City Council License Document, Property Insurance Documents,

Deposit Scheme membership details.

Any other relevant documents.

It is the Landlords responsibility to ensure that the deposit has been protected and that all necessary information has been provided to your tenants.

Please ensure that you liaise with your new tenants in advance of the commencement date of the tenancy to arrange for handover of keys.

Signature/s

Date:

CITY PROPERTY LETS

www.citypropertylets.co.uk

58 Gloucester Road
Bishopston
Bristol BS7 8BH

T 0117 908 0062
0117 908 0057



LETTING ONLY

TERMS AND CONDITIONS OF ENGAGEMENT January 2024

Prior to receipt of your instructions, a representative of City Property Lets may 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 your property we will market the property using local advertising, shop window advertising, our own website, internet portals and on occasion, Facebook and Instagram.

The Landlord agrees that if we have previously let their property and material, structural or any other changes have taken place, a full disclosure of this is made on the Letting Only Landlord Declaration Form (a copy can be found on our website).

The Landlord agrees to fully disclose information of any shared utilities, included bills or relevant information that tenants should know prior to their application.

The Landlord agrees to supply City Property Lets with the current Gas Safety Certificate (where appropriate), Portable Appliance Certificates, a current Energy Performance Certificate, a current EICR Certificate, a HMO License where appropriate and Property Insurance documents.

Appointments for prospective tenants to view the property will be arranged by the Landlord unless City Property Lets are instructed by the Landlord at a cost of £144.00 Including VAT to do so on behalf of the Landlord.

The Landlord is responsible for liaising with current tenants regarding upcoming visits by City Property Lets.

The Landlord agrees to provide photographs of the property in its current condition to City Property Lets, and where available an up-to-date virtual viewing video.

City Property Lets can provide, when requested by the Landlord, a photographing and video service for a fee of £144.00 including VAT.

References will be obtained for individual or corporate applicants and a request for a deposit equivalent to one month's rent will be made direct to the Landlord's bank account. In the case of pets being kept at the property an addition deposit sum may be requested.

The Landlord agrees to inform City Property Lets as soon as a deposit is received. The Landlord agrees to supply City Property Lets with a Deposit Certificate with 7 days of receipt of funds. The deposit is held by the Landlord's chosen deposit scheme for the duration of the tenancy and returned directly to the tenants at the end of the tenancy, subject to performance of their obligations.

The Landlord is responsible for meeting the new tenants at the property on the start day of the tenancy to provide, access, keys, complete a fire check where necessary and to provide their contact details.

The Landlord agrees to pay City Property Lets fees for this service as set out by City Property Lets (Letting Only Service) Landlord Tariff on the website.

Collection of rent will be the responsibility of the Landlord. City Property Lets takes no responsibility for late or unpaid rents and will not be responsible for any legal fees incurred in the collection of such.

The Landlord is responsible for carrying out their own periodic inspections, repairs and renewals, safety testing, liaising with tenants and other property related issues for the whole duration of the tenancy.

City Property Lets does not accept liability for any damages, sub-letting or other non-permitted actions that are in breach of the tenancy.

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 including disputes arise.

City Property Lets require that the Landlord obtains the following permissions prior to letting, where appropriate:

(i) Consent to let from your mortgage lender.

(ii) If you are a lessee, you will 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 City Property Lets Letting Only Landlord Declaration Form and subsequently on the tenancy agreement and confirm that you are authorised to act 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 appropriately complaint smoke detectors / or a full fire alarm system. It is the landlord's responsibility to carry out testing of such systems in accordance with the law.

Where the property forms part of a block the Landlord must ensure that the relevant fire safety obligations are being fulfilled by the Management Company.

The Landlord agrees to City property Lets Privacy Policy.
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