

**Part D – SUMMARY OF YOUR INSTRUCTIONS TO US**

You have selected the following service:	Fully Managed	Rent Collection	Let Only	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The basic fee we charge for this service level is:	10%	12% plus VAT	90% Inc VAT	Inc VAT


You are strongly advised to read these Terms and Conditions carefully and to make sure that you understand them. If there are any points that you do not understand please discuss them with a member of staff before signing this agreement below.


1. You confirm and agree that all the information that you have provided to us is correct to the best of your knowledge and belief. In the event that you provide us with incorrect information, then you agree to pay and compensate us fully for all costs expenses losses or damage incurred or suffered by us and to indemnify us from and against all actions claims and liabilities.


**Your authorisation for us to commence work during the Cancellation Period**

2. Since you have a right to cancel the agreement with us within 14 days of it being made we will not be able to start work during the period during which you have a right to cancel unless you specifically ask us to do so.
3. If you ask us to commence work during the cancellation period then you still have a right to cancel the agreement with us but we will be entitled to charge you the reasonable costs of the work we have done up until the date you communicate your cancellation to us. If you wish us to do any work for you within 14 days after instructing us then you must sign a copy of these pages and return them to us.

**I/we ask that you commence work on my/our matter immediately during the period in which I/we have a statutory right to cancel the agreement with you. I/we understand that I/we can be charged for this work even if I/we exercise my/our statutory right to cancel.**

Signed: 

Name(s): 

Date: 

**4. Confirmation of Instructions**

- 4.1. You hereby certify that you are the legal owner(s) of the Property above.
- 4.2. You have obtained the necessary permission from other persons or organisations including any mortgagee, freeholder or managing agents and insurers.
- 4.3. You have instructed the insurance company of your intentions to let the Property and have amended the cover according to their terms.
- 4.4. You instruct Winkworth to act on your behalf as your sole agent for the purpose of obtaining a Tenant for the Property, and any further services provided under the service level chosen by you.


45. You confirm that you do not know of any building/remedial work to be carried out on the building or adjacent buildings. You agree to notify us promptly in writing if you become aware of any such works either before instruction or at any time during our period of instruction.
46. You instruct Winkworth to undertake the following on your behalf and at your expense in order to prepare the Property for marketing and occupation and to ensure you have fulfilled your legal obligations:

	Tick as required
Energy Performance Certificate	To discuss ?
Gas Safety Record	
Portable Appliance Testing	
Domestic Electrical Installation Periodic Inspection Report	
Legionnaire's Risk Assessment	?
Smoke and Carbon Monoxide Detectors Installation	✓ Please Discuss ✓
Checking of the Smoke and Carbon Monoxide Detectors prior to the start of each tenancy	✓
Inventory and Schedule of Condition	✓
Check in at the Property with the Tenant	✓
Cleaning of your Property at the commencement of each tenancy	

Please note that at our option, we may request funds to be placed on your account in order for us to carry out these works.

If you cannot provide us with original copies of all the documents listed above we may have to obtain copies at your expense in order to comply with the law.

**Landlord's Signature:**

Signature:  Print:  Date:

Signature:  Print:  Date:

**Landlord's Details:**

Address:  Postcode:

Telephone:  Mobile:

Email: