



T: 01376 502500 – E: info@witlet.co.uk

## Landlord's Authorisation Form

<b>Office Use Only</b>	
<b>Landlord Reference No:</b> _____	<b>Property Reference No:</b> _____

### Landlord's Details

Contact Details:

**Title:** Mr/Mrs/Miss/Ms/Dr/Other

**Full Name:** \_\_\_\_\_

**Rental Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Landlord's Contact Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_

**Work Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*(I understand that my account statements and all reports will be sent to the email address provided.)*

Banking Details:

**Account Name:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Sort Code:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_      **Account No:** \_\_\_\_\_

**Branch Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accountant Details (if applicable):

**Accountant:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_

**Work Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Ltd Company Details (if applicable):

**Company Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**VAT Reg?**       Yes       No

**If yes, number:** \_\_\_\_\_

Non Resident Landlord Scheme:

**Based in UK?**       Yes       No

**If no, do you have a  
Non-Resident Landlord  
Number (NRL)?**       Yes       No

**If yes;**

Landlord Name	Approval Number	%

## Property Specifications

**Initial marketing price:** £ \_\_\_\_\_

**Minimum acceptable rent:** £ \_\_\_\_\_

**Deposit:** £ \_\_\_\_\_ (WitLet recommends 1 and a ½ months)

**Deposit held:**  By WitLet in DPS  
 By landlord in DPS ID: \_\_\_\_\_  
 By landlord in alternative scheme Details: \_\_\_\_\_

**Maximum figure for repairs:** £ \_\_\_\_\_  
(Without consent)

**Furnishing:**  Unfurnished  Part furnished  Furnished  
 White goods

**Minimum term:** 6 Months 12 Months

**Date available:** DD / MM / YYYY

**Bills included?**

**If yes, please specify which:** \_\_\_\_\_

**Pets accepted:**  Yes  No  Maybe (please specify): \_\_\_\_\_

**Housing benefit:**  Yes  No  Maybe (please specify): \_\_\_\_\_

**Smokers accepted:**  Yes  No  Maybe (please specify): \_\_\_\_\_

**Sharers accepted:**  Yes  No  Maybe (please specify): \_\_\_\_\_

## Property Details

**Heating:**  Gas  Oil  Electric

**Parking:**  None  Street  Communal  Allocated  
 Driveway  Permit

**Garage:**  Yes  No

**Garden:**  None  Front  Back  Both  
 Communal

**Tenure:**  Freehold  Leasehold  Share of Freehold

**If leasehold, the name and contact details for the Management Company:**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

The property was built circa:       yyyy      

I agree that you may display your agency's "To Let" board at the property.

Preferable location: \_\_\_\_\_

### Utilities:

When a property becomes vacant, be it for a minute or a month, Tenant Shop (with permission of the Landlord) will switch Energy Supply for that property to a carefully chosen supplier, which will remain in place, 'bridging' the gap between outgoing and incoming tenant. Providing that the energy usage during this vacant period doesn't exceed £15 at the standard variable rate, the landlord will receive no charge. In order to access this, we need your explicit permission and therefore we need explicit permission from the landlord to the terms below:

1. When a property is vacant, or it becomes known that it will become vacant on a given date, the Landlord agrees that the Letting Agent may initiate a change of Energy Supplier at that Property with such Energy Supply being registered in the name of the Landlord for the period of vacancy between Tenancies.
2. The Energy Supplier in place after the change will be provided by the Preferred Supplier as nominated by Tenant Shop Limited (the "Preferred Supplier").
3. During any period between Tenancies, the Landlord will bear no costs for the energy supplied by the Preferred Supplier providing that such energy consumption as does take place at the property incurs less than £15 of cost at the standard variable rate of the Preferred Supplier, subject to the standard terms and conditions of the Preferred Supplier.
4. The Landlord may initiate a change away from the Preferred Supplier at any time.
5. The Landlord understands and agrees that the Letting Agent shall provide the name and contact details of the Landlord to Tenant Shop Limited and the Preferred Supplier explicitly for the purpose of:
  - a. registering the electricity and gas meters at the property with the Preferred Supplier in the Landlord's name;
  - b. administering the account of the Landlord with the Energy Supplier;
  - c. providing the energy supply to the Landlord's property;
6. Neither the Preferred Supplier or Tenant Shop will use the Landlords details for any other purpose other than that set out above and will manage the Landlord's data in accordance with the provisions of the Data Protection Act 1998 and fulfil the obligations of data controller and data processor, as appropriate.

LANDLORD signature \_\_\_\_\_ Date   /  /  

LANDLORD signature \_\_\_\_\_ Date   /  /

**Does the property have gas?**    Yes    No

**Is the meter prepayment?**    Yes    No

*Serial Number:* \_\_\_\_\_

*Supplier:* \_\_\_\_\_

*Meter location:* \_\_\_\_\_

*Under the Gas Safety (Installation and Use) Regulations 1994 (amended 1996), all gas appliances in tenanted premises must be serviced and checked for safety, at intervals of not more than 12 months by a GAS SAFE REGISTERED engineer and a regulation P45 safety record issued. Record must be kept of dates of inspection, defects identified and of any remedial action taken.*

**Is the electric meter prepayment?**    Yes    No

**Is the electric on economy 7?**    Yes    No

*Serial Number:* \_\_\_\_\_

*Supplier:* \_\_\_\_\_

*Meter location:* \_\_\_\_\_

**Telephone Line:**     Not connected     BT     Other

**Telephone No:** \_\_\_\_\_

**Water provider:**     Essex & Suffolk     Anglian     Tendering

**Meter location:** \_\_\_\_\_

Metered     Rates

**Position of stopcock:** \_\_\_\_\_

## Terms & Conditions

1. It will be necessary for WitLet to obtain the landlord's consent before carrying out work (or up to specified limit), except in case of urgency where damage to the property would occur.
2. All appropriate services – gas, electricity, water sewage, oil (oil tanks will be deemed empty upon inception of tenancy) & telephone, where applicable – must be transferred into the names of the tenants for the duration of each let. It is understood that it is the tenant's responsibility to take ingoing & outgoing meter readings and provide proof of utility accounts.
3. Upon the landlord vacating the property, if it is left in an unsatisfactory condition with regards to cleanliness, WitLet may arrange to have the property cleaned to the reasonable satisfaction of the first tenant, of which payment will be met by the landlord, I understand that at the end of the tenancy when the tenant vacates, if required, WitLet will have the property cleaned at the tenant's expense.
4. In the event of letting the property on an Assured Shorthold Tenancy or Shorthold Tenancy, which WitLet is hereby authorised so to do, no liability will be attached to WitLet in the event of the tenant requesting a fair rent review and as a result achieving a reduction in rent.
5. In April 2007 legislation was introduced by the Government to protect tenancy deposits. WitLet are members of the Deposit Protection Service (DPS). For further information about the service visit [www.depositprotection.com](http://www.depositprotection.com) or call the DPS Helpline on 0870 7071 707.
6. WitLet will retain 22% of the rental income for non-resident landlords unless WitLet receives a Non-Resident Landlord Scheme notification and approval number from the Inland Revenue informing WitLet that no tax deduction is to be made. It is the landlord's responsibility to make WitLet aware of the situation regarding UK residency.
7. It is the landlord's responsibility to have insurance cover for their property and belongings. The landlord will require Landlord's Insurance which may vary from insurance for Owner/Occupier. The landlord accepts responsibility that he/she/they must inform their insurers that the property will be tenanted.
8. In respect of any mortgage on the property, it is the landlord's responsibility to advise the lender about the letting and to carry out any requirements they may have.
9. WitLet may draw up the Assured Shorthold tenancy agreement and WitLet may sign the agreement as the landlord's agent.
10. Prior to completion of the Assured Shorthold tenancy agreement the landlord must provide WitLet with either a copy of Title Deeds or a Solicitors letter confirming ownership.
11. It is agreed that if the property is sold to the tenant during or at the end of a tenancy, WitLet shall act as agent and be entitled to a fee equivalent to 1% + VAT of the agreed sale price.
12. The landlord holds liability to provide a new gas safety record for each new tenancy and/or every twelve months.
13. Under the Electrical Equipment (Safety) Regulations 1994, the Plugs & Sockets (Safety) Regulations 1994, electrical installations and equipment in tenanted premises must be safe. This regulation recommends that Portable Appliances are tested annually and Fixed Electrical wiring every five years. Although (unlike gas) no safety certificate is legally required, it is necessary to make a visual check to ensure that all electrical items, plugs and leads appear completely safe and undamaged, and remove or replace any faulty items.
14. It is the landlord's responsibility to ensure that all soft or upholstered furnishings are compliant with the Furniture & Furnishings (Fire) (Safety) Regulations 1988 (as amended). A copy of the above Regulations can be obtained from WitLet's office. Failure to comply with regulations can carry heavy penalty.
15. The landlord will provide WitLet with copies of the bills for all utilities showing the property supply numbers.
16. Prior to the commencement of the tenancy, the landlord will arrange with the post office for re-direction of all mail address to their new domicile.
17. The landlord will supply the tenant or leave in the property written instruction as to the method of using all electrical, mechanical or other appliances in the property, as suggested in The Electrical Equipment (Safety) Regulation 1994. WitLet would recommend that the tenant is provided with copies of manuals and that the originals retained by the landlord or agent for safe keeping.
18. The landlord will supply WitLet with three sets of keys when the property is vacant. If three sets are not provided by commencement of a tenancy, you may arrange cutting of any additional keys required at my expense.
19. I agree to drain all water tanks and leave safe whilst the property is vacant.

## Description of Services

At WitLet, we have studied the industry at length and have developed a service structure that will cater to all. We have split our offerings into Traditional and Online: This will allow you as a landlord to be as hands on or hands off as you like. See below for description on what each service can offer you

### Traditional Non-managed (Let Only) Service

*Rental valuation - we will visit your property and assess what rental figure could be realistically achieved*

*Preparing property details with photographs*

*Advertising and marketing the property on the biggest online property portals (Rightmove and Zoopla – NOT On the Market) as well as our own website*

*Arranging and accompanying tenants to viewings*

*Negotiating terms on your behalf*

*Referencing potential tenants – once potential tenants have been found, we will carry out a professional comprehensive external referencing service. This enables us to offer other products to aid your tenancy*

*Providing up to date information on the latest health and safety (given marketing consent is granted)*

*Arranging Gas Safety Certificates, Energy Performance Certificates and Inventory (as required)*

*Drawing up tenancy agreement*

*Producing a photographic inventory as required (subject to additional cost)*

*Organising tenants' move in day and collecting first month's rent and deposit*

*Complimentary Legal Protection Insurance for first 12 months*

*Registration of Deposit monies as required*

*Notifying Council, Water, Sewerage and Utility Companies (subject to tenant permissions)*

*Extending tenancy agreements – and ensure a smooth transition*

## Traditional Full Management Service

*This service includes the benefits of the Non Managed Service plus:*

*Collecting monthly rent and issuing statements – we provide professional accounting statements for the tax man*

*Complimentary Rent Protection Insurance for first 12 months*

*Advising landlords regarding Overseas Landlord Tax (where applicable)*

*Annual rent statement available on request at no extra charge*

*Chasing tenants for any late/non payment of rent – and dealing with other unpleasant aspects of renting*

*Dealing with tenants on a day to day basis – we provide an out of hours telephone service*

*Photographic property inspection every three months*

*Arranging any maintenance work required – 24 hour service available*

*Organising insurance – on your behalf and also the tenant (subject to permissions)*

*Advice on rent reviews*

*Issuing of any required Notices to end tenancies where applicable*

*Checking tenants out at the end of the tenancy*

*Negotiating deposit release and any necessary deductions*

*Represent the landlord in court (if necessary)*



## Online Services

Our online offering is designed for the more expert landlords who really know what they are doing. The services have been set up to be as flexible as possible, both price-wise and service-wise, allowing a landlord to pick and choose which aspects they wish to use on top of a core rent collection service. The services below represent the core rent collection service:

*Advertising and marketing the property on our own website*

*Negotiating terms on your behalf*

*Referencing potential tenants – once potential tenants have been found, we will carry out a professional comprehensive external referencing service. This enables us to offer other products to aid your tenancy*

*Providing up to date information on the latest health and safety (given marketing consent is granted)*

*Drawing up tenancy agreement*

*Organising tenants' move in day and collecting first month's rent and deposit*

*Notifying Council, Water, Sewerage and Utility Companies (subject to tenant permissions)*

*Collecting monthly rent and issuing statements – we provide professional accounting statements for the tax man*

*Chasing tenants for any late/non payment of rent*

*Annual rent statement available on request at no extra charge*

*Checking tenants out at the end of the tenancy*

*Negotiating deposit release and any necessary deductions*

*Extending tenancy agreements – and ensure a smooth transition*

Please see our menu of online service options for further information on what WitLet will provide for our online offerings at additional cost.

## Price List of Services

Traditional Full Managed:

**Initial letting fee:** £450.00 inc. VAT

**Management charge (PCM):** 7% + VAT

**Tenancy agreement renewal fee:** £85 inc. VAT

**Re-let fee:** £450.00 inc. VAT

<b>Inventory costs:</b>	<b>1 bed</b>	<b>2 bed</b>	<b>3 bed</b>	<b>4 bed</b>	<b>5 bed</b>
<i>Unfurnished:</i>	£96	£108	£120	£132	£150
<i>Furnished:</i>	£102	£114	£132	£150	£186

### Insurances

**Legal Protection Only Insurance**       **6 Months** (£75.00)       **12 Months** (£120.00)

**Rent Guarantee**       **6 Months** (£100.00)       **12 Months** (£169.00)  
*1<sup>st</sup> 12 months included with service*

**Contents Insurance**      policy sum amount required £\_\_\_\_\_

**Building Insurance**      policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

Traditional Non-managed:

**Letting fee:** £70% of Rent Achieved + VAT

**Tenancy agreement renewal fee:** £85 inc VAT

<b>Inventory costs:</b>	<b>1 bed</b>	<b>2 bed</b>	<b>3 bed</b>	<b>4 bed</b>	<b>5 bed</b>
<i>Unfurnished:</i>	£96	£108	£120	£132	£150
<i>Furnished:</i>	£102	£114	£132	£150	£186

**Insurances**

**Legal Protection Only Insurance**     **6 Months** (£75.00)     **12 Months** (£120.00)  
*1<sup>st</sup> 12 months included with service*

**Rent Guarantee**     **6 Months** (£100.00)     **12 Months** (£169.00)

**Contents Insurance**    policy sum amount required £\_\_\_\_\_

**Building Insurance**    policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

## ONLINE ONLY – Build Your Own Initial Fee

As previously mentioned WitLet has designed a new service offering to try and keep landlords' costs down while also continuing to offer a high level of service. Here are the different aspects of Lettings that you can select for your initial fee:

<b>Marketing Details</b>	<input type="checkbox"/>	£ FREE if completed at initial property appraisal
<b>Advertising on Rightmove &amp; Zoopla</b>	<input type="checkbox"/>	£99.00
<b>Assisted Viewings</b>	<input type="checkbox"/>	£250.00
<b>Comprehensive Referencing Procedure</b>	<input type="checkbox"/>	£ FREE – to be reviewed
<b>Professional Assured Shorthold Tenancy Agreement</b>	<input type="checkbox"/>	£75.00
<b>Deposit Protection</b>	<input type="checkbox"/>	£75.00
<b>Legal Expenses Insurance</b>		
<i>6 Months</i>	<input type="checkbox"/>	£75.00
<i>12 Months</i>	<input type="checkbox"/>	£120.00
<b>Rent Protection Insurance (Nil Excess)</b>		
<i>6 Months</i>	<input type="checkbox"/>	£100.00
<i>12 Months</i>	<input type="checkbox"/>	£169.00
<b>Photographic Inventory</b>		
<i>1 Bed</i>	<input type="checkbox"/>	£96.00
<i>2 Bed</i>	<input type="checkbox"/>	£108.00
<i>3 Bed</i>	<input type="checkbox"/>	£120.00
<i>4 Bed</i>	<input type="checkbox"/>	£132.00
<i>5 Bed</i>	<input type="checkbox"/>	£150.00
<b>Legionella Risk Assessment</b>	<input type="checkbox"/>	£50 if completed with inventory
<b>Floor Plan</b>	<input type="checkbox"/>	£45.00
<b>EPC</b>	<input type="checkbox"/>	£45.00
<b>Inspections</b>	<input type="checkbox"/>	£50.00
<b>Maintenance Management Per Item (Virtual Assistant)</b>	<input type="checkbox"/>	10% Surcharge on final invoice, minimum charge £70

**TOTAL INITIAL FEE:**

\_\_\_\_\_

£ \_\_\_\_\_

Online Rent Collection (C Plan):

**Initial letting fee:** £Build Your Own Fee

**Management charge (PCM):** 3.5% + VAT

**Tenancy agreement renewal fee:** £85 inc. VAT

**Contents Insurance** policy sum amount required £\_\_\_\_\_

**Building Insurance** policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

Online Rent Collection-Inspection (C.I) Plan:

**Initial letting fee:** £Build Your Own Fee

**Management charge (PCM):** 4.5% + VAT

**Tenancy agreement renewal fee:** £85 inc. VAT

**Contents Insurance** policy sum amount required £\_\_\_\_\_

**Building Insurance** policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

Online Rent Collection-Protect (C.P) Plan:

**Initial letting fee:** £Build Your Own Fee

**Management charge (PCM):** 4.5% + VAT

**Tenancy agreement renewal fee:** £85 inc. VAT

**Contents Insurance** policy sum amount required £\_\_\_\_\_

**Building Insurance** policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

Online Rent Collect-Protect - Inspect (CPI) Plan:

**Initial letting fee:** £Build Your Own Fee

**Management charge (PCM):** 5.5% + VAT

**Tenancy agreement renewal fee:** £85 inc. VAT

**Contents Insurance** policy sum amount required £\_\_\_\_\_

**Building Insurance** policy sum amount required £\_\_\_\_\_

*If you wish to be receive a quote for Contents Insurance, Buildings Insurance or both, your details will be passed on to our insuring partner Rent4Sure who will contact you directly.*

*I give permission Rent4Sure to contact me by phone to quote for buildings insurance, contents insurance or both*

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

**LANDLORD signature** \_\_\_\_\_ **Date** DD/MM/YYYY

## Confirmation

**Where did you hear from us?**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Word on Witham      | <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Zoopla         |
| <input type="checkbox"/> Prime Location      | <input type="checkbox"/> Rightmove     | <input type="checkbox"/> witlet.co.uk   |
| <input type="checkbox"/> Other online source | <input type="checkbox"/> Post Office   | <input type="checkbox"/> "To Let" board |
| <input type="checkbox"/> Recommendation      | <input type="checkbox"/> Word of Mouth |   |
| <input type="checkbox"/> Other: _____        |  |   |

*I agree that I may cancel my instructions in writing or by e-mail if the property is let by myself or another agent. I understand that I will owe WitLet a fee if they introduce a fully qualified tenant, willing and able to proceed prior to my instruction to withdraw the property has been given.*

*I, the landlord of \_\_\_\_\_.  
Hereby instruct WitLet to market my property and find a suitable tenant on the following service:*

- a) Traditional Non Managed (Let Only)*
- b) Traditional Fully Managed*
- c) Online Rent Collect*
- d) Online Rent Collect-Inspect*
- e) Online Rent Collect-Inspect-Protect*

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** DD/MM/YYYY

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** DD/MM/YYYY