

Residential Letting Agency Fee Terms of Business:-

1. To offer property to Let :10%+ VAT of initial 6 month's aggregated rental sum payable upon letting the property (plus marketing costs including for advertising and letting board- :marketing budget to be agreed in writing in advance).Also a appointment charge will be levied for each accompanied viewing arranged (such costs to be confirmed in writing in advance).
2. To accepting Calendar monthly rental from Occupier (& visiting the Let property to undertake 1 general inspection after 3 months & also at end of the letting agreement): 5 % + VAT of the calendar monthly rental sum. Item 2onlyappliesifDMPC also instructed in respect of item 1.
Please note: this service involves normal receipt and accounting of rents but does not include debt recovery service. Administration costs incurred in pursuing overdue payments of rents will be charged and retained by the agents. All legal expenses incurred, unless otherwise agreed, will be borne by the landlord (or personal representatives).
3. **Schedule of basic description:** This will be undertaken at the hourly rate of the appointed DMPC Surveyor & to be confirmed in advance (and is payable by the Landlord).
4. **Credit checks:** to instruct a credit investigation service to provide a standard personal report on specified applicant(s)-the landlord agrees to reimburse DMPC for relevant fees of expenses incurred, including VAT in full (upon the Landlord receiving written notification of the associated fee). **The service will not be invoked without DMPC receiving separate written instructions in advance from the landlord.**
5. **Letting agreement:** the cost of preparing the letting agreement (by the Landlord's appointed Solicitor) will be payable by the proposed occupier (subject to written confirmation in advance of the associated fee to be charged by the Solicitor)
6. **Termination of Letting Agency :** the Letting agency can be terminated by either party (i.e the Landlord or DMPC) at any time on written provision of one month's notice to the other party. A withdrawal fee of £75 plus VAT will be charged in addition to out-of-pocket expenses if the agency is terminated by either party.
7. **DMPC are covered under RICS Clients Money Protection**
8. **DMPC are registered with The Property Ombudsman (www.tpos.co.uk)**

NB. A copy of our standard Agency Agreement template for our Residential Letting Agency service is available for Landlords upon request .