

Tenant Finding Instruction

Please complete the form below in clear print. The form should be completed in conjunction with the additional information sheets and will form the basis of your agreement with Edinburgh Property Management.

1. PROPERTY DETAILS

Full Address

Post Code

Telephone No

Accommodation

Monthly Rental *(In the region of)*
 EPM will endeavour to obtain a monthly rental figure in the region of the above.

Available from Until
 If the latter date is unknown please specify Until Further Notice.

2. PERSONAL DETAILS

Full Name

Co-owner (if appropriate)

Forwarding address

Post Code
 Correspondence will be sent to the above address.

Tel No. (Home) Tel No. (Work)

Tel No. (Mobile) Email Address



3. PAYMENT DETAILS (Only applicable if you require Lease Preparation & Execution)

Bank/Building Society

Address

Post Code

Account Name

Account No.

Sort Code

I understand that EPM shall collect the first months rental and deposit from the tenant prior to entry and remit this sum, less any fees due, direct to the above account.

4. OPTIONS & COST (Please note all costs are subject to VAT)

		Tick the services required
Marketing	<input type="text" value="50% of Monthly Rental*"/>	<input type="checkbox"/>
	*Subject to £300.00 minimum. Your property will be included on our property list and form part of our web site and advertising. £150.00 + VAT non-returnable setup fee is required on instruction with balance payable on success.	
To Let Board	<input type="text" value="£22.50"/>	<input type="checkbox"/>
Viewings (If Required)	<input type="text" value="£17.50 per visit"/>	<input type="checkbox"/>
Referencing (If Required)	<input type="text" value="£75.00"/>	<input type="checkbox"/>
	EPM will arrange an appropriate agency to check credit history; voters roll check, previous Landlord/agents reference (where appropriate) and employer reference. A report and recommendation will be issued for your use.	
Lease (If Required)	<input type="text" value="£125.00"/>	<input type="checkbox"/>
	EPM will prepare and have signed a suitable lease document (including all prescribed notices to the tenant).	

I hereby request EPM to act as my agents and to supply the services as listed above (in Section 4) in relation to my property (as detailed in Section 1) of which I am sole or joint owner. I confirm that I have noted and agreed the above fees and enclose a non-returnable instalment of £176.25.

Signature

Date

Notes for Guidance

Gas Safety Inspection	Gas appliances and associated pipework must be checked and maintained for safety at least every twelve months by a suitably qualified engineer (CORGI registered)(as per the Health and Safety at Work Act 1974 and the Gas Safety (Installation and Use) Regulations 1994). A copy of the resulting Landlords Gas Safety Certificate is to be given to the tenants.
Fire & Furnishings	All furnishings must comply with Fire & Furnishings (Fire)(Safety) Regulations 1988 and either carry the appropriate label or can reasonably be assumed to be compliant. Articles sold by retailers after 1 st March 1990 were required to conform to these regulations.
Electrical safety	Electrical Equipment (Safety) Regulations 1994 require that all electrical equipment supplied is safe.
HMO Regulations	I understand that certain properties require to be licensed by the Local authority to operate as an HMO (House in Multiple Occupation). This is dependent on the number of unrelated tenants in a property.
Non Resident Landlords	If you are living abroad and classed as non-resident for tax purposes, in order to receive rental payments gross of any tax deductions you must first obtain permission from the Inland Revenue. Where no permission is granted and no agent exists the tenant may be held liable for the collection and remittance of tax.
Mortgage Lender	Permission to let a property should be sought from a lender where a mortgage or loan exists.
Insurance	Conformation should be sought that any insurance covering the property or contents is in full knowledge of the fact that the property is to be let.