



zoopla rightmove

OnTheMarket

The Property Partnership

ClientMoney Protect

TENANCY DEPOSIT SCHEME PROTECTED

ico.



02920 09 07 00



post@maison.wales



www.maison.wales



50, Severn Grove, CF11 9EN

Maison's T&C's

At Maison we offer two types of lettings service – contract holder find only and full management. Please find below a description of what each service includes.

Contract Holder Find Only

This service includes:

- Taking photographs, marketing the property, arranging and accompanying all viewings.
- Internet marketing through our database using online property portals and social media.
- Comprehensive referencing and credit checks of Contract Holder(s) to include a previous Landlord and employment reference, as well as identity confirmation with MRZ capability (Home Office approved) and proof of address.
- Issuing of the Occupation Contract agreement.
- Collecting of the first month's rent and bond, and informing Contract Holder(s) to set up a standing order for subsequent months direct to the Landlord.
- Complimentary inventory if the rental is above £775pcm (otherwise a subsidised fee of £78 will apply, inclusive of VAT).
- Mid-term inspections are available upon request, charged at £66, inclusive of VAT.
- Our contract holder find only fee is charged at 72%, inclusive of VAT of the first month's rent, subject to a minimum fee of £275 excluding VAT (£330 including VAT).
- Optional registration and administration of the deposit with a government approved deposit protection scheme. A fee of £42 inclusive of VAT, will apply for this option.
- Optional check out inspection with report by an inventory clerk for £114 inclusive of VAT. For an additional £72 inclusive of VAT, we will conduct discussions with the Contract Holder(s), Landlord and the relevant deposit scheme regarding the deposit return based upon the check out report. This is only available if an independent inventory and schedule of condition was carried out at the start of the occupation contract.

Full Management

This service includes:

- Taking photographs, marketing the property, arranging and accompanying all viewings.
- Internet marketing through our database using online property portals and social media.
- Comprehensive referencing and credit checks of Contract Holder(s) to include a previous Landlord and employment reference, as well as identity confirmation with MRZ capability (Home Office approved) and proof of address.
- Issuing of the Occupation Contract agreement.
- Collecting of the first month's rent and bond, and informing Contract Holder(s) to set up a standing order for subsequent months directly to Maison. Maison will then transfer the rent into your bank account, less the management fees and disbursements etc.
- Complimentary inventory if the rental is above £775pcm (otherwise a subsidised fee of £78 inclusive of VAT will apply).
- Key handover.
- Rent collection.
- Arranging any maintenance issues and repairs.
- Mid-term inspections during the fixed term period, otherwise charged at £30 inclusive of VAT outside of the fixed term.
- Check out inspection with a subsidised £66 inclusive of VAT charge for inspection and report by an independent inventory clerk. The service includes discussions in the event of check out disputes up to 3 hours, otherwise fees are charged at £18 inclusive of VAT
- Refunding deposits owing to Contract Holder(s).
- Re-marketing of property prior to Contract Holder(s) moving out to avoid void periods.
- Our set-up service is charged at 60% inclusive of VAT of the first month's rent, subject to a minimum fee of £330 inclusive of VAT, and an on-going 12% inclusive of VAT per month.
- The client will be offered a rent protection insurance for the rent that exceeds £950 a month. Written confirmation is required to opt in to this valuable rent protection service on this form. If the Landlord wishes to proceed with this insurance, the fully managed service will be an additional 2.5% of the monthly management fee to cover the ongoing cover for rent and eviction process.

Landlord Signature **Date**

Guidance Notes & Terms of Business

Occupational Contract

An NRLA Assured Shorthold Occupation Contract Agreement will be drawn up as standard for the protection of both the Landlord and Contract Holder(s). If the Contract Holder(s) breach any covenants or any rental arrears arise requiring legal action this will be the responsibility of the Landlord, although Maison will provide assistance with any action or claim. If the Landlord requires Rent Guarantee, Maison can help arrange policies at the point of instruction. Any work undertaken by Maison in seeking to evict contract holder/occupiers will incur an hourly rate of £36 inclusive of VAT. Any court fees in seeking to evict shall be payable in advance of any adjudication.

Rental Payments

Landlords are paid monthly direct into the instructed private Bank/Building Society. Rent is collected each month and paid within 7 working days of full receipt. If you are relying on any rent payment to meet your own financial commitments, please allow an advance of 5 working days to allow for any delays. We cannot be held responsible for any cost incurred through your own mortgage company as a result of payment dates being missed.

Reasonable Costs and Expenses

The Landlord agrees to repay Maison for any reasonable costs, expenses or liabilities incurred or imposed on Maison provided that they were incurred on behalf of the Landlord in pursuit of Maison's normal duties. To assist Maison in carrying out their duties effectively, the Landlord agrees to respond promptly with instructions to any correspondence or requests from Maison.

Sole Letting Rights

It is agreed Maison will be the sole letting agents for a 6-week period from the date of instruction. If after 6 weeks Maison has not secured an occupation contract the Landlord may give 1 week's written notice to add an additional marketing agent or terminate the instruction all together.

Termination

This agreement may be terminated by either party by way of one month's written notice. The Early Termination fee equivalent to three months management fees applies upon termination by the Landlord during the currency of an occupation contract agreement entered into by Maison on behalf of the Landlord. This agreement is for an initial period of 12 months and will continue on a rolling monthly basis thereafter, unless terminated by either party with 30 days' written notice.

If Maison is successful in finding the Landlord a suitable Contract Holder(s) for the property and the Landlord is no longer able to proceed with the letting; the Landlord agrees that a withdrawal fee charge will be due to Maison equivalent to 60% of 1 month's rent inclusive of VAT.

The Landlord agrees to pay Maison a fixed fee of £120 inclusive of VAT, should the Landlord choose to withdraw the property during the six-week sole agency period (following the initial 14-day cooling off period). Maison reserves the right to charge the sum equivalent to 60% of 1 month's rent inclusive of VAT, should an alternative agent secure Contact Holders within the 6-week sole agency period following Maison's instruction to market the property.

Instructions

It is agreed that any instructions to Maison from the Landlord regarding termination, proceedings, major repairs, payment details or other significant details regarding the letting be confirmed to Maison in writing.

Value Added Tax

VAT is added to our all our charges and at the current rate.

Insurance

The Landlord shall be responsible for the property being adequately insured and that the insurance policy covers the situation where the property is let.

Housing Benefit

The Landlord undertakes to reimburse Maison for any claims arising from overpayment, which may be made by the local authority in respect of housing benefit, or other benefit scheme, paid to or on behalf of the Contact Holder(s) as rent. This undertaking shall remain in force during the currency of the contract and up to six years thereafter, whether or not Maison continues to be engaged to let or manage the Property under this Agreement.

Legal Proceedings

Any delays of payment or other defaults will be acted on by Maison in the first instance. Where Maison has been unsuccessful in these initial actions, or there are significant rent arrears or breaches of the occupation contract agreement, the Landlord will be advised accordingly. A solicitor would then be appointed and instructed by the Landlord (except where Maison is unable, after taking reasonable efforts, to contact the Landlord. In that event Maison is authorised to instruct a solicitor on the Landlord's behalf). The Landlord is responsible for payment of all legal fees and any related costs. Maison cannot be held responsible for any non- payment of rent by the Contract Holder(s).

Finders Fee Occupation Contract Agreement Renewal

If a Landlord requests a new fixed term occupation contract to be put in place by Maison a fee of £108 inclusive of VAT will become payable due to any work commencing.

Subcontracting Clause

The landlord authorises Maison to carry out tenant referencing and credit checks using third-party providers where necessary. The landlord agrees that such subcontracting is undertaken in line with GDPR requirements and that the cost of these services, where applicable, will be as stated in the fee schedule.

Cancellation Notice

If a Landlord requests a new fixed term occupation contract to be put in place by Maison a fee of £108 inclusive of VAT will become payable due to any work commencing.

Signature Section

Important Notice

Landlords should carefully read and understand terms contained with this document. For clarity and information purposes all the key terms are repeated on the reverse of this form.

Special Arrangements made between the Agent and the Landlord:

.....
.....
.....
.....
.....

I/We agree to instruct Maison Cambria Ltd on a Full Management Service, which carry the following fees: Monthly fee of 12% inclusive of VAT, Initial 60% of 1 month’s rent set up fee or minimum £330 inclusive of VAT.

Signed Print Name

Date

I/We agree to instruct Maison Cambria Ltd on a Contract Holder Find Only Service, which carry the following fees: 72% of 1 month’s rent or a minimum fee of £330 inclusive of VAT.

Signed Print Name

Date

Bank Details

Please input your bank details below for rental income payments.

Bank Name:.....

Account Name:.....

Sort Code:.....

Account No.....



Zoopa rightmove  OnTheMarket



