



<b>ADDRESS OF PROPERTY TO LET</b>

<b>SERVICE(S) REQUIRED</b>	Please tick which service(s) you require
<b>(A) FULL MANAGEMENT</b>	<b>Unfurnished 12% including VAT</b> <b>+ New tenancy fee of 30% of 1st month's rent including VAT</b> <b>+ inventory cost (no VAT)</b> <b>Tennants to hold the deposit under the Tenancy Deposit Scheme administered by The Dispute Service Ltd</b>

**OR**

<b>(B) INTRODUCTION</b>	<b>1 month's rent including VAT</b>
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<b>TENANCY DEPOSIT OPTIONS FOR CLIENTS SELECTING OUR INTRODUCTION SERVICE</b>	
<b>Tennants to register with the Tenancy Deposit Scheme (TDS Custodial)</b>	

**OR**

<b>LANDLORD TO REGISTER DEPOSIT</b>	
Please select below which scheme you will use - proof of deposit registration will be required BEFORE funds can be transferred to the landlord	
<b>TDS CUSTODIAL - Deposit will be registered with and held by Tenancy Deposit Scheme</b>	
<b>TDS INSURED - Deposit will be held by landlord and registered with the Tenancy Deposit Scheme</b>	
<b>DPS CUSTODIAL - Deposit will be registered with and held by the Deposit Protection Service</b>	
<b>DPS INSURED - Deposit will be held by the landlord and registered with the Deposit Protection Service</b>	
<b>MYDEPOSITS CUSTODIAL - Deposit will be registered with and held by mydeposits</b>	
<b>MYDEPOSITS INSURED - Deposit will be held by the landlord and registered with mydeposits</b>	

<b>INVENTORY OPTION FOR CLIENTS SELECTING OUR INTRODUCTION SERVICE</b>	
<b>Landlord to arrange and provide for tenants</b>	
<b>OR</b>	
<b>Tennants to arrange £90 - £200 (no VAT) depending on size of property, please refer to terms for details</b>	

<b>OPTIONAL</b>	
<b>PROTECT AGAINST LOSS OF RENT AND LEGAL COSTS</b>	
<b>CHOOSE EITHER SERVICE - PLEASE NOTE THIS CANNOT BE ADDED AT A LATER DATE</b>	
<b>Enhanced Referencing &amp; 12 months legal cover</b> <b>£60 inc. vat for 1 tenant, £95 inc. vat for 2 tenants, £40 inc. vat per additional tenant</b>	
<b>Rent &amp; legal cover - 12 months cover - Please ask for current pricing</b>	



<b>CERTIFICATION PREFERENCES</b>		
Energy Performance Certificate 'EPC'	Tennants to arrange	
	Landlord to arrange	
	Already have	
Domestic Electrical Installation Condition Report 'DEICR'	Tennants to arrange	
	Landlord to arrange	
	Already have	
Landlord's Gas Safety Certificate	Tennants to arrange	
	Landlord to arrange	
	Already have	
Legionella Risk Assessment	Tennants to arrange	
	Landlord to arrange	
	Already have	
<b>PLEASE NOTE WHERE WE MANAGE A PROPERTY UNLESS WE HAVE BEEN ADVISED OTHERWISE WE WILL ARRANGE AND RENEW CERTIFICATES AS REQUIRED BY LEGISLATION</b>		

<b>USEFUL INFORMATION</b>	
Please put 'unknown' if the details are not known or 'N/A' if does not apply	
ARE ANY UTILITIES INCLUDED? IF SO PLEASE PROVIDE DETAILS	
LOCATION OF ELECTRIC METER	
ELECTRICITY SUPPLIER	
LOCATION OF GAS METER	
GAS SUPPLIER	
LOCATION OF WATER METER	
LOCATION OF WATER STOP TAP	
LANDLINE/BROADBAND PROVIDER	
DO YOU HAVE BOILER COVER? IF SO PLEASE PROVIDE DETAILS INCLUDING POLICY NO.s	



**USEFUL INFORMATION (CONTD.)**

DOES THE PROPERTY HAVE AN ALARM? IF YES PLEASE PROVIDE CODE AND WHEREABOUTS OF PANEL

ALARM MAINTENANCE CONTRACT DETAILS

IS THERE A BLOCK MANAGEMENT COMPANY? IF SO PLEASE PROVIDE DETAILS

ANY OTHER USEFUL INFORMATION

**ARE LEASEHOLD TERMS APPLICABLE TO SUB-LETTING?  
IF SO PLEASE PROVIDE A COPY**



# OWNERS CONTACT AND PAYMENT DETAILS

PLEASE COMPLETE IN FULL

<b>ADDRESS OF PROPERTY TO LET - PROOF OF OWNERSHIP MUST BE PROVIDED</b>	
<b>IF YOU WANT US TO OBTAIN THE TITLE REGISTER FROM LAND REGISTRY. PLEASE TICK HERE (COST £3)</b>	
<b>LANDLORD'S NAME(S) – PHOTO ID (PASSPORT) MUST BE PROVIDED FOR ALL OWNERS</b>	
<b>LANDLORD'S ADDRESS – PROOF OF HOME ADDRESS DATED WITHIN THE LAST 3 MONTHS MUST BE PROVIDED FOR ALL OWNERS OR DIRECTORS</b>	
<b>LANDLORD'S CONTACT DETAILS</b>	
Telephone Home	
Work	
Mobile(s)	
Email Address(es)	
<b>STATEMENTS</b>	If you would like your statements posted to you and <b>not</b> emailed, please tick here
<b>BANK DETAILS</b>	
Bank Name	
Sort Code	
Account No	
Account Name	



# LANDLORD DECLARATION

Please initial <b>all</b> boxes to confirm the following statements 	
I/We hereby agree to the Tennants Terms and Conditions (JUNE 2021) and have read and agree to Tennants Data Protection and Privacy Policy.	
I/We hereby confirm that we have provided ID and proof of ownership to comply with money laundering regulations.	
I/We hereby authorise Tennants employees to sign Tenancy Agreements and serve/receive notices on my/our behalf.	
I/We hereby confirm that my/our property complies with all applicable safety regulations and that consent to let has been granted by my/our mortgagee, lessor and insurer.	
I/we confirm that there are no undisclosed issues which may affect either; (1) a tenants' decision to let or adversely affect their 'quiet enjoyment' of the property or (2) Tennants decision or ability to properly manage the property.	

MARKETING BOARD				
Can a marketing board be erected at the property? Please ensure boards are permitted before selecting 'yes'	<b>YES</b>		<b>NO</b>	

<b>NON UK RESIDENT?</b> Do you spend more than 182 days outside the UK in any 12 month period?	<b>NO</b>		<b>YES</b>		<b>IF YOU HAVE SAID 'YES' YOU WILL NEED TO APPLY AT GOV.UK FOR NRL1 USING OUR AGENT NUMBER: NA009011</b>
<b>VAT REGISTRATION</b> Are you VAT registered?	<b>NO</b>		<b>YES</b>		<b>IF YES PLEASE PROVIDE NO:</b>

FULL NAMES OF LANDLORD (S)	
(Mr; Mrs; Miss; Ms; Dr)	(Mr; Mrs; Miss; Ms; Dr)
<b>SIGNATURE (S)</b>	
<b>DATE</b>	



## CANCELLATION

You have a right to cancel this Agreement within 14 days of signing it. You do not have to give any reason for cancelling but you must do so in writing or by email to:  
Mrs Alex Sheppard, Tennants - 22 New Upperton Road, Eastbourne BN21 1NU alex@tennants.co  
Where you have requested that we begin to provide the services detailed in this Agreement immediately and you subsequently cancel this Agreement during the cancellation period, you accept that you will have to pay us any amounts that have properly become due to us under this Agreement in relation to services already provided on your behalf.

**The cancellation of this Agreement will not terminate a tenancy agreement and the right to cancel set out in this clause relates solely to this Agreement.**



**CLIENT MONEY PROTECTION PROVIDED BY**  
**PROPERTYMARK CMP SCHEME NUMBER: C0123601**  
**TDS MEMBER NUMBER: G04083**  
**TPOS MEMEBR NUMBER: L00076**



## AUTHORITY FOR AGENT TO ACT ON LANDLORD'S BEHALF

**PROPERTY ADDRESS:**


**I/WE HEREBY GIVE 'TENNANTS' AUTHORITY TO ACT ON MY/OUR BEHALF IN RESPECT OF UTILITIES AT THE ABOVE PROPERTY.**

**LANDLORD'S NAME(S):**

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**SIGNED:**

**DATE:**

Tennants, 22 New Upperton Road, Eastbourne, East Sussex BN21 1NU.  
T: 01323 726687 F: 01323 431138 E: enq@tennants.co www.tennants.co



Tennant Property Lettings Ltd trading as Tennants - Registered in England No. 4453368 - Registered office: Railview Lofts, 19c Commercial Road, Eastbourne BN21 3XE - VAT No. 461 7154 52