



## Scale of Fees

Gold - Fully Managed	
Letting Fee (per tenancy)	2 weeks rent (minimum £200.00)
Management Fee	10% of gross rents received
Tenancy Renewals	No Charge
Deposit Protection	No Charge
Standard Inventory Costs	No Charge

Silver - Letting & Rent	
Letting Fee (per tenancy)	2 weeks rent (minimum £200.00)
Management Fee	10% of gross rents received
Tenancy Renewals	£25.00
Deposit Protection	No Charge
Standard Inventory Costs	No Charge

Bronze - Rent Collection	
Letting Fee (per tenancy)	£150.00
Management Fee	7.5% of gross rents received
Tenancy Renewals	n/a
Deposit Protection	n/a
Standard Inventory Costs	n/a

Tenant Find Only	
Letting Fee (per tenancy)	1 months rent
Management Fee	n/a
Tenancy Renewals	£25.00
Deposit Protection	£25.00
Standard Inventory Costs	£40.00

Short Lets (less than 6 months)	20% of gross rents due
Duplication & Testing of Extra Keys	£8.00
Additional Advertising Costs	By Agreement
Redirection of Mail Overseas	Cost of Postage
Overseas Phone Calls / Faxes	Telephone Costs
Sale of Property	2% of Sale Price
Rent Reviews (including serving Section 13 Notice)	£50.00
Landlords Online	£30.00 p.a.
Maintenance Work	20% of cost of work
Fee for major jobs	By Prior Agreement

Serving Section 8 or 21 Eviction Notices	£50.00 (No Charge on Gold Package)
Preparation & Submission of Court Papers	£100.00
Attending County Court	£150.00 first 2 hours (£50.00/hr thereafter)
Preparation & Submission of Bailiff Papers	No Charge
Attending Bailiff Appointment	£120.00
Any sundry expenses & disbursements, as well as Court Fees & Bailiff Fees [currently £150.00 and £95.00 respectively, but subject to change] will be recharged at cost.	

All prices are subject to VAT at 20%, and are protected by our Price Match Guarantee. Prices correct as at May 2011.

## Acceptance

Winsor Lettings may alter or amend these Terms and Conditions at any time by way of one month's written notice. They will be binding on all Clients at the time of notification, except for properties fully managed on our 'Gold' package, where the alterations will be binding at the end of the current tenancy.

I / We confirm that I / we have read, understood and agree to abide by the attached agreement, and instruct Winsor Lettings to undertake the letting, rent collection and management. (Delete as appropriate)

I / We confirm that we are the sole / joint owners of all the properties listed on the attached schedule.

By signing these terms and conditions (which constitute a formal instruction) I confirm that:

- I have sought permission from my lender to let this property
- I do not have any arrears on my mortgage account for this property
- My service charge and ground rent payments are all up-to-date and will continue to be paid by me
- All elements of this Terms and Conditions agreement will apply to every tenancy entered into which is arranged by Winsor Lettings until such point as any new Terms and Conditions agreement is signed by both parties.

## Company / Landlord Details

Landlord Name(s):	<input type="text"/>		
Main Contact:	<input type="text"/>		
Address:	<input type="text"/>		
Town:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (Work):	<input type="text"/>	Phone (Home):	<input type="text"/>
Mobile:	<input type="text"/>	Fax No:	<input type="text"/>
E-mail:	<input type="text"/>		

Would you like us to send a copy of your statements by email? Yes  No

Statements of rental income are produced monthly and are sent out to you by post and/or email. Funds will be paid by BACS directly into your nominated bank account.

## Bank Details

Bank Name:	<input type="text"/>	Account Name:	<input type="text"/>
Sort Code:	<input type="text"/>	Account No:	<input type="text"/>

I confirm that whilst my property is let, I will be resident: in the UK  Overseas

If overseas, I have been approved by HMRC to receive rents without tax deducted. My NRL number is

**IMPORTANT NOTICE: Clients should carefully read and understand the Terms and Conditions before signing.**

Landlord's Signature	<input type="text"/>
Landlord's Name	<input type="text"/>
Date	<input type="text" value="dd / mm / yyyy"/>
Agent's Signature	<input type="text"/>
Agent's Name	<input type="text"/>
Date	<input type="text" value="dd / mm / yyyy"/>

### WINSOR LETTINGS LTD

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