

FULL MANAGEMENT SERVICE

TERMS and CONDITIONS

IMPORTANT

If Terms of business are not returned to us and you allow us to go ahead with a tenancy then it is deemed that you accept our Terms & conditions.

Between

Name: Madina Property Services Ltd

Address: 588 Stockport Road, Manchester, M13 0RQ

Hereinafter referred to as “the Agent, we, us and our”

and

Name: (Landlord)

Home Address

Hereinafter referred to as “you and your”

Property Address:

This Agreement sets out the services we provide to you and also sets out your responsibilities as the Landlord.

Please read the Agreement carefully.

If there are any parts which you do not fully understand please speak to us.

You will be bound by this Agreement as soon as you sign and return it to us

1. INITIAL VISIT

We will visit the Premises to view them and provide you with an indication of the likely market rent achievable.

2. PRIOR TO LETTING

You must ensure that the Premises are fit to be let. Appliances should comply with the safety regulations detailed later in the General Terms and Conditions of this Agreement.

All machines, gas appliances and electrical goods should be in full working order, should have been recently serviced, checked for safety and have clear instructions for use. Properties should be thoroughly cleaned and gardens, if applicable, should be in good seasonal condition, details of which should be shown on the check-in report of the Inventory and Schedule of Condition.

3. MARKETING

We will market your Premises to inform suitable applicants of the availability of your Premises by erecting a To-Let board at the Premises and by advertising on our own website and other property portals, inc rightmove, local press.

Please notify us in writing if you have previously agreed not to erect a To-Let Board with the Freeholder or other interested party, or local bye-laws or conservation area restrictions prevent the erection of a Board.

4. VIEWINGS

As and when we have applicants interested in viewing your Premises, we will accompany these people to your Premises with keys provided by you..

5. REFERENCES

When an applicant shows an interest in your Premises, we will:

Take up references upon each applicant whenever possible.

Wherever possible we will obtain a credit reference report checking their financial standing, including income, contact the previous landlord (if appropriate) and contact the personal referee. If the applicant passes the referencing procedure we will advise you, if you wish to see the references they are available on request and of course you are free to meet with the potential tenant prior to us agreeing a tenancy with them.

You will need to confirm that the references are acceptable. If we do not hear from you to the contrary within 7 days we will assume acceptance and proceed with the letting, provided that we have received a signed copy of this Agreement and the necessary funds. When we proceed we will be doing so without any responsibility for the accuracy of those references or the information contained in them, unless it is due to our negligence or breach of contract. We will not be warranting the tenant as suitable.

6. INVENTORIES

We employ our own inventory clerks. There is no extra charge for this service.

If you are preparing the inventory we must receive it from you at least **seven** days prior to commencement of the Tenancy. Otherwise we will instruct an inventory clerk to compile a check-in Inventory and Schedule of Condition on your behalf . A check-out report of the Inventory and Schedule of Condition will be carried out at the end of the Tenancy. Our tenancy agreement makes it clear that the tenant will pay for the cost of compiling the report.

Our standard Tenancy Agreement provides that the tenant will pay for an independent inventory clerk to determine whether or not there is any damage, or compensation for breach of the tenancy, or cleaning needed taking into account the check-in report of the Inventory and Schedule of Condition.

7. TENANCY AGREEMENT

You will need a comprehensive Tenancy Agreement setting out the rights and obligations of both parties. Where the tenant is an individual you will also need to have regard to the Unfair Terms in Consumer Contract Regulations 1999 and guidelines prepared by the Office of Fair Trading which states that any clause in a contract which is unfair to the tenant could be void and therefore unenforceable. We can provide you with a comprehensive Tenancy Agreement.

Assured Shorthold

If the applicant is an individual and the net rent is less than £25,000 per year we will use an Assured Shorthold Tenancy Agreement. There is no longer a minimum period for such lettings. However, if the Tenant fails to surrender possession at the expiry of the term (and in accordance with your Section 21 Notice) you will need a possession order. No such order can expire within the first 6 months of a Tenancy commencing.

General

Tenancy agreements can be for a fixed duration, run from month to month (i.e. a periodic tenancy), or be a combination of the two. A fixed term contract will give you more certainty, whilst the periodic tenancy will give you more flexibility.

Termination

All tenancies must be terminated by serving the Tenant with a valid notice whether the initial term is fixed or otherwise. This is because at the expiry of the initial term the Tenancy will automatically roll on from month to month generally upon the same terms and conditions (including rent) unless and until you serve the Tenant with a valid notice or the Tenant voluntarily surrenders possession. If you would like us to offer the Tenant a new fixed term contract we can provide you with this and our charge of £150.00

8. UTILITIES AND COUNCIL TAX

We will notify the electricity, gas, water and telephone companies and the local authority when the tenant occupies your Premises provided you have supplied us with the contact details of your utility suppliers including the account numbers, and ask them to send a credit agreement and supply contract to the tenant. You will need to pay any outstanding utility charges up to and including the date upon which the tenant occupies the Premises and for any void period between tenancies. We will also need to provide the above suppliers with your new address and the meter readings at the commencement of the Tenancy to ensure that there are no discrepancies with the change over. Some suppliers will not take instructions from us in which case you must contact them direct to take the accounts out of your name.

9. RENT COLLECTION

If we are instructed to collect the rent we will use our best efforts to arrange for a standing order to be set up so that the tenant can send future rent payments direct to us. Monthly statements of account will be sent to you by the end of the same **calendar month** after receipt of cleared funds, less our agreed fees (please see the last page of this Agreement) and expenses into your nominated bank or building society account.

You will compensate us within **fourteen** days of a statement of account from us for payment of all claims costs and expenses incurred as a result of repayments made by us for any overpaid housing benefit or any other expenses we have incurred on your behalf.

We will authorize and pay for any works that are required up to a limit of £150.00, if any works required or replacement of appliances are required we will get your written authority and will require you to make payment to us within 7 days of us paying for any item.

We cannot be held responsible if the tenant fail to pay the contractual rent unless it is due to our negligence or breach of contract. We will however take action in your name to recover rent arrears

by serving the appropriate letter requesting payment to their home address. If this does not have the desired effect we will advise you to instruct specialist solicitors to take further action (please see clause M of the General Terms and Conditions). You will be responsible for the legal charges and expenses.

10. RENEWAL

Towards the end of the initial fixed term we will contact the tenants . We will review the rent and increase the rent if possible or desirable depending upon current market conditions. You must confirm to us in writing if you DO NOT wish the tenancy to be renewed or notice served.

Unless confirmation has been received from you requesting the tenancy is NOT to be renewed we will write to the tenant asking if they wish to renew the tenancy and advising of any proposed rent increase. We will then negotiate between the two parties if requested. We will prepare the extension document for both parties where requested including drafting any clauses agreed between the parties varying the terms of the original tenancy. The extension documents will be sent to both parties for signature.

We will try to ensure both parties sign the documentation by the start date of the new period of the tenancy. However if the tenant fails to return the extension documents the tenancy will continue as a periodic tenancy until either party gives notice in writing. Our commission will be payable whether the tenancy continues as a fixed term or a periodic tenancy where we are instructed to act on your behalf. While we will make every effort to obtain the signed extension documents we have no liability if the tenant fails to return them.

Once the signed documents are received we will date them to complete the contract and send the documents received to the relevant party.

If the tenant has an Assured Shorthold Tenancy and continues to roll-on on a month to month basis (i.e. a periodic tenancy) then the rent can only be lawfully increased on an annual basis if we serve the tenant with a valid Notice under Section 13(2) of the Housing Act 1988. This notice advises the tenant that they have a right to challenge the increase by serving you with a counter notice and ultimately referring the increase to the Rent Assessment Committee. This could result in a hearing. If the Tenant makes a counter proposal we will ask you whether you wish to accept it or whether you wish to pursue the issue to a hearing. If you want to do the latter we can arrange for solicitors to act on your behalf. You will be responsible for their charges

11. MAINTENANCE OF THE PREMISES

Sections 11 to 16 of the Landlord and Tenant Act 1985 state that you must:

- (a) keep the structure (including the drains, gutters and down pipes) and the exterior of the Premises in good order and repair;
 - (b) keep the appliances for supply of gas, electricity and water in good repair;
 - (c) keep the appliances for supply of space heating and water heating in repair; and
 - (d) keep the sanitary appliances in repair
- and carry out all repairs within a reasonable time of being notified

It is your responsibility to comply with the above legislation or the tenant may be able to arrange repairs and deduct the cost from the rent.

12. PAYMENT OF OTHER OUTGOINGS

We can, if instructed discharge other liabilities from rental income providing we are holding sufficient funds e.g. pay your ground rent and service charges when you have a leasehold interest in the Premises. It is your responsibility to instruct these service providers to contact ourselves direct. We cannot act on your behalf in connection with any dispute arising from these payments and accept no responsibility if there is a dispute unless it is due to our negligence or breach of contract.

13. PREMISES VISITS

During the normal course of our day to day management of your Premises we will carry out **regular** visits to your Premises within a one year period. A written report will be forwarded to you together with any recommendations.

Any visit can only pin point obvious visual defects and will not be an expert investigation or structural survey of the Premises. We cannot accept responsibility for hidden or latent defects.

14. SERVICE OF NOTICE

Unless the tenant voluntarily surrenders possession of the Premises it will be necessary to serve the tenant with a valid notice. The precise form of notice, length of notice and expiry date depends upon what type of tenancy has been granted.

15. TERMINATION AND ASSIGNMENT OF LETTING/LETTING AND RENT COLLECTION

Either party has the right to terminate this Agreement in writing:

- upon the Tenant's vacation;
- or if the other party breaks any important term or condition of this Agreement during a Tenancy where monetary compensation is wholly inadequate.

We may terminate our retainer immediately if you are in major breach of any of the terms contained in this Agreement or if you do or do not do something which makes it impossible, impracticable or illegal to continue providing these services.

We reserve the right to assign our rights and or obligations under this Agreement upon giving you one months written notice.

GENERAL TERMS and CONDITIONS

A. COMMISSIONS

The following commission IS payable by the Landlord to us following the introduction of a Tenant who enters into a Tenancy either directly, indirectly or by way of an introduction from an existing Tenant found by us for as long as we are instructed to act on your behalf.

Finders Fee of 50% of first months rent or £250 (which ever the greater)

Management Service

Our commission is calculated at **10%** for management, subject to a minimum management fee of **£50**.

If our fees are not paid within 30 days of the commencement of the tenancy, interest shall accrue on a day to day basis on the sum due at the rate of 4% above the base rate of the Bank of England.

If a landlord wishes to withdraw the property from the market, then you must give us 14 days written notice. We will charge you for any reasonable costs incurred to date which can include all advertising and any to let board.

Additional Fees

Additional fees will be payable for dealing with referrals to the rent assessment committees or any other Court or Tribunal proceedings or for protracted correspondence on your behalf. You will be charged at an hourly rate of **£50** If you decide that specialist solicitors should be instructed you will also be responsible for their fees and any other expenses incurred in dealing with such matters.

Renewal of tenancy

Our commission payable for renewal of existing tenancies is £150.00 .

B. EARLY DEPARTURE OF TENANT

Should the tenant leave the Premises of their own accord prior to the expiration of the tenancy it is your responsibility to take the appropriate action to recover any outstanding rent from the former tenant.

C. OTHER CHARGES

If we collect the rent or manage the Premises we will deduct the reasonable expenses and costs incurred from acting on your behalf during the tenancy from the rent. This would include the costs of overseas and long distance telephone calls and faxes which will be charged at the current British Telecom rates plus VAT.

D. CONSENT FOR LETTING

You must provide us with sufficient documentary evidence to satisfy us that you are legally entitled to grant a tenancy of the Premises. If the Premises are registered with the Land Registry we reserve the right to obtain office copy entries. If the Premises are unregistered we reserve the right to carry out such investigations that we consider necessary. The cost of these searches will be charged to you in addition to our commission.

By signing these Terms and Conditions you warrant to us that you are the owner of the Premises, or otherwise lawfully entitled to enter into the Tenancy Agreement.

E. MORTGAGES

Where the Premises are subject to a mortgage, we will need your mortgagee's written consent to the proposed letting as soon as possible. The mortgagee may see a copy of the draft Tenancy Agreement which can be supplied upon their written request. The mortgagee may charge you a fee for giving their permission. If your mortgagee has any special conditions relating to the tenancy or type of tenant you must provide them to us prior to the start of the tenancy to be included within the Tenancy Agreement. Conditions cannot be imposed upon a tenant at a later date.

F. SUB-LETTING

If you are yourself a leaseholder, you will normally require the consent from your superior landlord, freeholder or their managing agent before you can sub-let the Premises to an applicant. In giving consent the superior landlord or their managing agent may require you to provide references for your tenant and for you and your tenant to enter into an agreement to observe the covenants contained in your head lease. A fee may be charged for granting consent to sub-let which is your liability. We will need a copy of the head lease together with any schedules referred to therein so that we can attach a copy of this to our draft Tenancy Agreement. If the tenant is not given a copy of the relevant section of the head lease you cannot impose any obligations contained in it upon the tenant. This could lead you to breach the terms of your lease.

G. INSURANCE

It is essential that the Premises and contents included in the Inventory and Schedule of Condition are adequately insured and that your insurers are aware that the Premises are let. Failure to do so may invalidate your insurance. You must inform your insurers whenever the Premises remain vacant for a period greater than specified in your insurance policy. You should also check that your insurance policies include third party liability to protect you in the tenant or a visitor to the Premises sues for personal injury. You must give us copies of the relevant sections of the policies to attach to the Tenancy Agreement at the start of the tenancy.

We cannot be responsible for the renewal of your insurance cover. We strongly recommend you arrange for an insurance policy which covers loss of rent and contents, and legal expenses.

H. TAXATION

You will be liable for tax on rental income and you must inform the Inland Revenue that you are letting the Premises. There are a number of allowances that you can claim against this rental income. You should seek advice on these allowances from your accountant or from the Inland Revenue website which can be accessed on www.hmrc.gov.uk. You must also keep all your invoices for six years for tax purposes. You should also be aware that we forward a form to the Inland Revenue annually detailing all landlords whose property we have let regardless of the country of residence of that landlord.

The Inland Revenue has special rules regarding the collection of tax on rental income if you are a landlord who is resident overseas, or you subsequently move abroad. If you fall into this category it is your responsibility to obtain a tax approval number from the Inland Revenue. The relevant form and guidance notes can be downloaded from the above website. Until that approval number is given to us by the Inland Revenue we are legally obliged to deduct tax from your rental income at the prevailing rate which is currently 22%. This money is forwarded to the Inland Revenue on a quarterly basis. If the tenant pays you direct and he has not received approval from the Inland Revenue to pay the rent gross he must deduct tax and forward that to the Inland Revenue on your behalf. No person is exempt from this scheme.

I. THE FURNITURE and FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 and THE FURNITURE and FURNISHINGS (FIRE) SAFETY) (AMENDMENT) REGULATIONS 1993

It is a criminal offence, punishable by a fine and/or a prison term, to let Premises with furniture or soft furnishings which cannot be proven to comply with the above fire safety regulations. By signing this Agreement you give us authority to remove any item that does not have a fire label attached to it. The Regulations apply to the following which must be match resistant, cigarette resistant and carry a permanent label:

- all upholstered furniture;
- three piece suites;
- beds and divans including the upholstered bases;
- padded headboards;
- sofa-beds;
- furniture with loose or fitted covers;
- children's furniture;
- cots and other items used by a baby or small child;
- cushions;
- high-chairs;
- mattresses of any size;
- pillows;
- garden furniture which may be used indoors.

J. ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994

You are responsible for providing instruction books for all items of electrical equipment and for ensuring that all electrical appliances within the Premises comply with the above Regulations. You should also ensure that all electrical installations are safe and have them checked regularly.

K. GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998

It is a criminal offence to let Premises with gas appliances, installations and pipe-work that have not been checked by a GAS SAFE Registered Engineer. You will need to provide us with a copy of a Gas Safety Certificate (GSC) carried out no more than 12 months previously. If this GSC is not sent to us when you return this Agreement you give us authority to arrange for a gas safety check. The GSC will need to be renewed at 12 monthly intervals. We need to give your tenant documentary

proof of your compliance with these Regulations at the commencement of the tenancy and within 28 days of the GSC being renewed. If you use your own contractor we will need proof of their GAS SAFE registration.

No tenancy can commence until we are in receipt of a valid GSC.

L. RENT ARREARS/BREACHES OF COVENANT

It is your responsibility to take all necessary steps to ensure that actions are taken to protect your interests, including instructing solicitors and commencing legal proceedings to preserve your rights and recover arrears of rent and to defend all actions or other legal proceedings and arbitrations that may be brought against you in connection with the Premises. All costs and disbursements incurred including legal costs and disbursements will be payable by you.

M. REIMBURSEMENT OF AGENT

You will keep us reimbursed in respect of any claim damage or liability whether criminal or civil suffered from and during the time that we are or were acting on your behalf unless it is due to our negligence or breach of contract. For the avoidance of any doubt we reserve the right to have work carried out on your behalf and to charge you for that work to ensure that you fulfill your contractual and statutory obligations as landlord.

N. MAIL

It is not part of our normal function to forward the Landlord's mail. Therefore no responsibility can be taken for mail sent to you at the Premises. We recommended that you arrange for it to be redirected by the Post Office.

O. DEPOSITS

We will collect the Deposit together with initial rental payment from the tenant at the commencement of the tenancy and regardless of the service used by the Landlord hold the Deposit. The Deposit or any balance payable will be paid to the Tenant or Landlord as appropriate at the end of the Tenancy.

After the tenancy ends you are entitled with the written consent of the tenant to ask us to deduct from the Deposit any of the following:

- any damage to the Premises and Fixtures and Fittings caused by the Tenant or resulting from any breach of the Terms of this Agreement by the Tenant;
- any damage caused or cleaning required as a result of any pets occupying the Premises (whether or not the Landlord consented to its presence)
- any sum repayable to the Landlord to the local authority where housing benefits has been paid direct to the Landlord by the local authority
- any instalment of the rent which is due but remains unpaid at the end of the Tenancy
- any other breach by the Tenant of the Terms of this Agreement
- any unpaid account or charge for water, electricity or gas or other fuels used by the Tenant in the Premises
- any unpaid telephone charges.

You will need to specify the amounts deducted and the reasons for any deductions made. Provided the two parties agree to the deductions to be made we will send to you the amount agreed between the parties for damage, cleaning, unpaid bills, or unpaid rent and pay the balance if any to the tenant. If the amount of compensation you seek exceeds the amount held as the Deposit, you may require the tenant to pay that additional sum within 14 days of the tenant receiving that demand in writing.

As from April 2007 no landlord will be able to hold a deposit for an AST unless he or his agent is a member of an approved scheme. In order to protect clients we as agent will be holding all deposits as are a member of an approved scheme. An approved scheme is one approved by government. By signing this Agreement you are agreeing to become a member of the approved scheme of which we are

a part.

When the legislation is enforced we must give the tenant certain information at the start of the tenancy which includes his rights under the Housing Act 2004 and the details of the scheme of which we are a member. If the tenant ascertains that we or the landlord are not a member of the specified scheme he can apply to the county court who will make an order to have the deposit returned to the tenant if the tenancy has ended or have it moved into the custodial scheme which is being run on behalf of the government. The Act contains a further sanction against a landlord which means that the county court will make a further order in favour of the tenant who will be awarded an amount equivalent to three times the Deposit as compensation.

The regulations under the Housing Act 2004 will apply to all replacement tenancies once the Act is implemented. The definition of a replacement tenancy is a new fixed term. If you currently hold the Deposit for an existing tenancy we will not be able to draw up a new fixed term agreement unless we hold the Deposit; you return it to us if you currently hold it; or you provide proof that it has been transferred to the custodial scheme run on behalf of the government.

If we do not manage your Premises we will charge an administration fee of £45.00 to cover costs for holding the Deposit and passing it to any relevant dispute service at the end of the tenancy if you the Landlord and the tenant do not agree deductions. The deposit will be released when we receive written confirmation from both parties. Unless we manage the Premises we will not negotiate on your behalf unless requested by you in writing together with your consent to pay our fees of £45.00 hour to resolve any dispute.

At the end of the tenancy both the Landlord and the tenant must agree deductions from the deposit. If there is a dispute between the parties then the matter must be resolved by either the county court or the Alternative Dispute Service (“ADR”) of which we are a member. We will retain the Deposit if the matter is referred to the county court until we receive an order from the court when we will return the sums to the relevant parties as specified in the order. If you and the tenant choose ADR we will pass the Deposit or the sum in dispute to the service for adjudication.

If we have to prepare documentation in the form of photocopies or other relevant publishing material we will charge a fee of £45.00 for this service. If we have to attend court on your behalf as a witness we will charge a fee of 45.00per hour.

P. INTEREST ON CLIENTS' MONIES

Any interest accrued on clients' money which we hold will be retained by ourselves to cover bank and administration charges etc.

Q. WITHDRAWAL FROM AGREED OFFER

If a formal offer has been made by an applicant when we receive your notification it may not be possible to withdraw the offer if it has been accepted. If an applicant agrees to accommodate your request you should expect to meet reasonable costs and expenses incurred by him or her.

If you instruct us to proceed with the proposed tenancy and subsequently withdraw such instructions you agree to meet our agreed fee

R. ACTS OF THIRD PARTIES

We will not be responsible for any loss or damage that you suffer through the act, default or negligence of any third party which may arise otherwise than the through the negligence, omission or failure on the part of **Madina Property Services Ltd**

S. MONEY LAUNDERING

In order to comply with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003 we require you to provide us with one proof of identity and one proof of residence which can be selected from the list below. You should either send us the original documents for copying and returning to you; or provide us with copies certified by a solicitor as genuine.

List A: Proof of Identity

Full Passport
National Identity Card
Full Driving Licence.

List B: Proof of Residence

Council Tax bill
Utility bill
Mortgage statement
Bank Statement
Credit Card Statement.

If you are a company which is quoted on the London Stock exchange we will require a certified copy of the Certificate of Incorporation. If the company is not quoted we require certified copies of two of the following documents:

Memorandum and Articles of Association
Certificate of Incorporation
A set of the Latest Accounts

Can you please provide us with your bank details for the tenant to pay the rent into.

Bank :

Sort Code:

Account No:.....

Account Name:

Do you allow Pets;Children;smokers; Housing Benefit?

Pets Yes No
Housing Benefits Yes No
Children Yes No
Smokers Yes No

Do you wish us to provide the gas safety certificate & Energy Performance Certificate?

Gas Safety Certificate Yes No
Energy Performance Certificate Yes No

Electric company:.....

Gas Company:.....

Spend Limit (money we can spend on your behalf without authorisation) Please note we have a spend limit of £150 already, if you allow us to go over that limit then please state the amount below.

£.....

NEW PRODUCTS:

Do you require: (tick box if you do require this product)

Details on each product have been sent to you separately and are available on request along with quotes.

RENT PROTECTION & LEGAL EXPENSES WARRANTY

6 MONTHS 12 MONTHS

£75.00

£125.00

BUILDINGS INSURANCE FOR LANDLORDS

We can provide you with a quote for buildings Insurance which is specifically designed for Landlords. Please ask for a written quote or tick the box.

Please provide us with proof of your insurance if you prefer to use your own.

T. DATA PROTECTION ACT

In order to comply with the Data Protection Act to prevent any unauthorised access to or use of personal data we have the responsibility to keep information confidential and will only use it if fees are not paid and we wish to refer the matter to a debt collector or solicitor; or if we are specifically required do so by law or to pass it to a government agency by law; when instructing solicitors; to change account details for utility suppliers and the council tax into or out of your name; when a contractor's invoice has not been settled by you.

**IF YOU WISH US TO PROCEED,
PLEASE CONFIRM YOUR INSTRUCTIONS BY
RETURNING THIS DOCUMENT HAVING COMPLETED
THE APPROPRIATE SECTIONS BELOW**

I/We accept the above terms and conditions and I/we instruct **Madina Property Services** to act on my/our behalf for the purpose of:

Letting of my/our Premises only - **one month's rent**

Letting and rent collection/management of my/our premises
**£250 minimum or half months' rent (whichever is greater) set up fee
and an additional 10% per month.**

Address of the Premises

.....

I/We acknowledge my/our obligations under the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993, The Gas Safety (Installation and Use) Regulations 1998 and the Electrical Equipment (Safety) Regulations 1994 and I/we accept and confirm that I/we have full responsibility to ensure that I/we comply with their requirements before and during the letting of the Premises.

I/We the undersigned am/are the only people with any interest in the Premises.

I/We confirm that there is no major repairs, construction or maintenance work of which I/we are aware due to be carried out to the property, any adjoining or the of which the property form part apart from as noted below.

I/we enclose the following documents to comply with the Money Laundering Regulations 2003.

1. _____
2. _____

If we are not managing the Premises please complete the following:

I/we confirm that I/we will take full responsibility of the management of the Premises. I/we are aware that I/we must give the tenant copies of all guarantees and maintenance contracts for any equipment in the Premises otherwise I/we may incur additional costs if the tenant instructs another contractor and will have to compensate the tenant. Contact details which will be passed to the tenant are as follows:

Daytime telephone number: _____

24 hour/emergency telephone number: _____

Contract address (UK): _____

When I am/we are unavailable (e.g. on holiday/abroad) the following person(s) should be contacted in my/our absence. This person has Power of Attorney which gives them legal authority to act on my/our behalf:

Name: _____

Daytime telephone number: _____

24 hour/emergency telephone number: _____

Contract address (UK): _____

Signed

.....

Name.....Date.....

Signed

.....

Name.....Date.....

Correspondence address

.....

.....

Telephone number Fax number

Mobile Number

E mail address

Signed on behalf of **Madina Property Services**

.....

Name.....Date.....