



**Letting Agency Agreement**

Between the Landlord:

Landlord's Name:

Address:

And:

Quiberts Ltd

7 Jennings Avenue, Eynesbury, St Neots. PE19 2HG

For the property:

- This agreement sets out the services The Agent can provide to the Landlord and also set out the responsibilities of the Landlord
- Please read, sign and return to Quiberts Ltd. If there is any part that you do not understand You should take advice from Citizens Advice bureau before signing
- The letting and / or management of Your property will not commence until we have received the signed and dated original copy.

## 1.0 General Terms and Conditions:

### 1.1 Insurance

As landlord you are responsible for the buildings insure to the full re-building cost. You should inform us of any endorsements or restrictions that the insurer imposes

The policy should provide for a minimum of £5,000,000 Property Owner's Liability and £10,000,000 Employers Liability cover.

### 1.2 Maintenance

As landlord you are responsible for maintenance of the property including keeping in good repair the exterior to include: drains, gutters, down pipes and boundary fencing, the heating system and all fixtures and fittings

Appliances supplied by you as landlord at the property must be in good repair and working order at a cost to you (damage or abuse by the Tenant excepted)

#### 1.21 Contractors

We will elect contractors who we personally believe to be competent and provide best value for money for any work to be carried out at the property. But you as landlord retain the right to pursue claims against the contractor for sub-standard work.

For any single job, costing less than the Delegated Authority Limit of £100 Quiberts Ltd will proceed without a quotation. Over the Delegated Authority Limit we shall get a quotation and get confirmation from yourself.

Quiberts Ltd reserves the right to exceed the Delegated Authority Limit and take any reasonable action at the landlord's cost in an emergency situation or to meet a statutory

#### Tenant Finding Service:

After finding tenants and moving them into the property, all responsibilities will then lie with the landlord. Quiberts Ltd will not be responsible for rent collection, inspections or maintenance queries. This will be at a cost of 50% of the monthly market rental value with a minimum set at £250.

#### Fully Managed Service:

The landlord will be under an obligation to complete reasonable requested maintenance and to adhere to the contract signed by the tenant. Rent collections,

inspections and queries will be conducted by Quiberts Ltd. This will be at a cost of an initial £150 set up fee and then 8.5% of the monthly collected rent.

Please indicate which service you authorise Quiberts Ltd to conduct  
**Tenant finding service / Fully managed service** (please delete as appropriate)

*Registered Office  
7 Jennings Avenue  
Eynesbury  
St. Neots  
Cambs  
PE19 2HG*

T: 0844 8005230  
[www.quiberts.co.uk](http://www.quiberts.co.uk)