



Let Me Manchester

**Landlord Instruction Form:**

These terms set out the Agreement between 'you' the Landlord and 'us' Let Me Manchester.

Property Address Postcode:
Owner/s:
Owner Address:
Company Name (If applicable) :

Before signing the agreement please read the Guide for Landlords which can be found on our website [Let-Me-Manchester \(letme.agency\)](http://letme.agency) hard copy is available on request, this will be updated from time to time and this will apply to and form part of this agreement.

Email Address:
Mobile Number /s:
Landline (Home):
Landline (work):

If you have provided an email address this will be used for sending updates / financial account and any other information related to the management of your property.

**Ownership of the above property:**

Are you the legal owner?

By signing this contract you warrant that you are the sole owners of the property as recorded at the Land registry

By ticking this box you are stating that, although you are not the owner of the property, you warrant, represent and undertake to Let Me Manchester that you have the authority to sign this contract on the owner's behalf. You also commit to provide appropriate evidence of authority to sign this contract, such as Power of Attorney, Appointment as Agent for the Owner or Appointment as Trustee.

**Banking Details:**

Please note that due to Money Laundering Regulations, we will only remit payments to an account held in the name of the Landlord and the account must be held with a UK bank.

Account Name:	Account Number:
Bank Name:	Sort Code:

Let Me Manchester

[www.letme.agency](http://www.letme.agency) / [admin@letme.agency](mailto:admin@letme.agency) / 07515 166664

## Lettings Services

Please indicate which service you require:

(A full detailed schedule of fees including additional services can be found on our website, a hard copy is available on request)

- HMO Full Management  
10% of rent collected  
£100 set up fee per room
- HMO Rent Collection Only  
8% of rent collected  
£125 set up fee per room
- HMO Let Only  
£550 per room.
  
- Single Property – Full Management  
10% of rent collected  
£350 set up fee
- Single Property – Rent Collection  
6% of rent collected  
£350 set up fee
- Single Property – Tenant Find Only  
£500 set up fee

By signing this agreement, you agree to be personally responsible for all fees as per the Landlord Fee sheets and the terms in the Guide to Landlords

### **DATA PROTECTION**

I confirm that I understand that the personal data provided on this form will be held securely by Let Me Manchester; it will only be used for the purposes of managing your properties and will not be used for marketing purposes. I understand this data will not be used by any third parties. (Please tick to confirm your acceptance)

Authorise signatures:

Full Name: On behalf of:	Signed:	Date:
Full Name:	Signed:	Date:
Full Name:	Signed:	Date:

On Completing this form, please return it back to us with the following items, In order to add your property to our records we will need all up to date certificates/licenses.

- Gas Safety Certificate
- EPC
- Electrical Inspection Certificate
- Fire alarm Certificates
- PAT testing certificates
- Emergency Lighting Certificate
- HMO License (If applicable)

If you don't have some of these or aren't sure which ones are applicable to you please let our admin team know and we will be happy to assist.

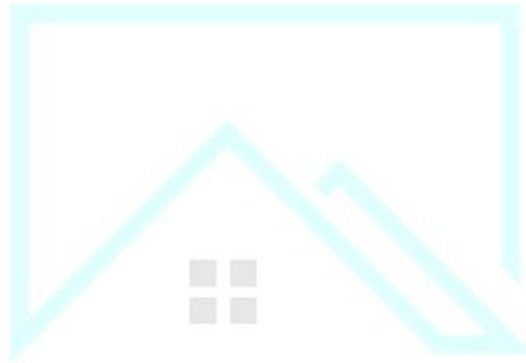
If you are unable to scan these into an email, please post them to.

Let Me Manchester

3 Stalyhill Drive

Stalybridge

SK15 2TR



Let Me Manchester

*Terms and conditions: When signing up for full management, you are agreeing that Let Me Manchester will be able to authorise essential or emergency work to be carried out on your property, essential or emergency work is classed as work that is needed if it compromises the health and safety or living conditions of the tenant. All non- essential work over the cost of £100, Let Me Manchester will source the correct contractors and forward on their quotes for approval.*

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