



**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:

Before signing the agreement please read the Guide for Landlords which can be found on our website [www.letme.rentals](http://www.letme.rentals) a 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 owners 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:

## 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  
12% of rent collected from the property  
£85 set up fee per room
- Mini HMO Full Management (houses with 4 or less rooms)  
15% of rent collected from the property  
£85 set up fee per room
- HMO Rent Collection Only  
8% of rent collected  
£200 set up fee per room
- HMO Tenant Find Only  
£300 set up fee
  
- Single Property – Full Management  
10% of rent collected / 8% for 3+ properties within portfolio  
£300 set up fee
- Single Property – Rent Collection  
6% of rent collected  
£350 set up fee
- Single Property – Tenant Find Only  
£400 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: