



Office Address : Honey Lettings, 37 Fleet Road, Fleet, Hampshire, GU51 3PJ
 Telephone : 01252 622052
 Email Address : info@honeylettings.co.uk

The Landlord and his successors in title hereby appoint **Honey Lettings** (hereinafter referred to as 'the Agent') to undertake the duties of letting agent in respect of the property for arranging a tenancy and managing the Property (if applicable).

The property will be rented on the following basis:

Sole Agency Basis: The Landlord agrees to have the property on a sole agency basis (unless otherwise agreed) for a minimum of 8 weeks. During this period the Landlord will not instruct any other agent to market or advertise the property.

PROPERTY & LANDLORD DETAILS

Address of Property to be let: <i>hereinafter referred to as 'the Property'</i>	
Property to let Postcode	
Landlords Name: <i>Please note this must be the owner of the Property as shown on the title deeds</i>	
Landlords Correspondence Address <i>to be used during the tenancy</i>	
Correspondance address Postcode	
Telephone - Home	
Telephone - Mobile	
Telephone - Work	

Please be aware that our preferred method of contacting you is via email

BANK ACCOUNT DETAILS FOR RECIEPT OF RENT

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

Bank/Building Society Address	



MARKETING DETAILS

Please complete the following:

Requirements prior to Marketing:

- Initial term of tenancy period required is: months (*we usually suggest 12 months*)
- Target calendar monthly rent will be £ per calendar month
- The property will be let Furnished Part-Furnished Unfurnished
(please tick one – if part or fully furnished, please list separate the items being left in the property).
- Keys provided to Honey Lettings for viewings :
- The property to be professionally cleaned including carpets NO LANDLORD HONEY LETTINGS
- Energy Performance Certificate Required?,
(current certificates must have at least 2 months from expiry): NO HONEY LETTINGS
- Gas Safety Certificate Required?: NO (expiry date) LANDLORD HONEY LETTINGS
- The property is available from the:
- To Let Board – To enhance our prospects of letting the property in the shortest time-frame possible, we propose to erect a 'To Let' board at the property. Should you feel that you **do not wish** for a board to be erected, please tick the following box:
- Preferences - please complete the information below indicating to us what you want from prospective Tenants

(yes or no then max number):

Professionals	Yes/No Max	Pets	Yes/No Max	Smokers	Yes/No/Outside
Sharers	Yes/No Max	Children	Yes/No Max		

Requirements before the start of the tenancy:

- The Landlord requires Honey Lettings to install:
 - Smoke Alarm (insert number)
 - Carbon Monoxide Sensor (insert number)
- Additional keys required (if fully managed Honey Lettings require two sets)
- Blind cord tie backs (required on all hanging blind cords): n/a
 Already in place
 Landlord to Install
 Honey Lettings to Install
- Fitness for Human Habitation risk assessment:
 - Landlord to complete
 - Honey Lettings to complete (£100 fee)



AGREEMENT & SIGNATURES

Contract Between:

Agent
Honey Lettings
 37 Fleet Rd
 Fleet
 Hampshire
 GU51 3PJ

I/We (Landlord/s Names)

I/We give the Agent permission to proceed in accordance with the Terms of Business provided but I/we understand that I/we do not lose the right to cancel the contract for a 14-day period. However, any work undertaken during the lead up to the cancellation will be payable to the Agent and/or any contractor instructed. Such works maybe but not limited to the taking of photos, advertising on portals, obtaining energy performance certificate and conducting viewings.

The Landlord has the right to cancel this contract if they wish. This right can be exercised by delivering or sending (inclusive of emails) a cancellation notice to the Agent at any time within the period of 14 days from the date this agreement is signed. The cancellation is deemed to be served as soon as it is posted or sent to the Agent or in the case of an electronic communication from the day it is sent.

If at any time it should become necessary for the Agent to terminate this agreement, we shall do so in writing giving three months' notice of our intention to terminate except where the landlord has refused to comply with legislative requirements, the termination will happen immediately upon written confirmation being issued by the Agent.

Honey Lettings is a member of the Property Ombudsman and subscribe to their Code of Practice for Residential Letting Agents. For more information, please visit their website at www.tpos.co.uk.

Signed of behalf of the Agent

Landlords Signature/s:

Date:

If you wish to cancel the contract you must do so in writing and deliver personally or send (which may be electronic mail) this to the person named below
Complete, detach and return this form only if you wish to cancel the contract

.....
 Notice of cancellation under the 14-day cooling-off period

To: The Manager, Honey Lettings, 37 Fleet Road, Fleet, Hampshire, GU51 3PJ

I/We (delete as appropriate) hereby give notice I/we wish to cancel my/our contract.

Client Name: _____

Property Address _____

Signed: _____

Date: _____

Honey Lettings is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman which is the largest lettings redress scheme in the UK





Authorisation to Act as the Agent

I / We are the persons listed with the land registry as the property owners

I / We instruct Honey Lettings to act as agent on my/our behalf

I / We authorise Honey Lettings to sign the tenancy agreement on my/our behalf

I / We have notified the mortgagee my/our intention to let the named Property and have obtained their approval

I / We have notified the freeholder / block management company of my/our intention to let the named Property

I / We understand that all tenancies and subsequent renewals are subject to contract until the tenancy agreement has been signed by both parties, or by the Agent on your behalf, and the document is executed.

I / We are residents in the UK for tax purposes and the UK address is shown below OR I / We are not resident/s in the UK for tax purposes and the non-UK address is shown below:

By signing below, you agree with all the above statements.

Signed Landlord 1

Signed Landlord 2

Date:

Date:

Name:	
Telephone Number (UK):	
Email Address:	
Correspondance Address:	
Postcode:	

Your Non-Resident Information

Telephone Number (Overseas):	
Date of leaving the UK:	
Name of tax office:	
Correspondance Address:	



TERMS & CONDITIONS OF THIS AGREEMENT

SERVICE LEVELS:

Set Up Fee Includes:

- Creation of a property walk through video for the property
- Quality photography of the property
- Writing of property particulars
- Establishing landlords requirements

Tenant Find includes:

- Erect board at the property
- Advertising of the property
- Pre-qualifying potential tenants
- Unlimited accompanied viewings of the property
- Presenting suitable offers to the landlord
- Referencing all potential tenants and guarantors through a referencing specialist
- Preparing the Tenancy Agreement and supporting documents
- Provide the tenant with all documents required for compliance
- Management of initial rent and deposit payments
- Organise an Inventory and Check In (see schedule of inventory charges)

Rent Collection includes:

- Manage payments from the tenant to the landlord
- Pursue all late payments and arrears promptly
- Hold all monies in regulated and protected individual client accounts

Full Management includes:

In addition to Rent Collection Service as detailed above :

- Undertake four periodic visits per annum and notify landlord of outcome
- Point of contact for the tenants regarding maintenance
- Arrange routine repairs and instruct approved contractors
- Hold keys throughout the tenancy term
- Manage the compliance of the let property in line with the current legislation
- Administration of the end of the tenancy
- Negotiate deposit deductions and returns

Care of the Property:

Agreement Between the Parties

The Agent is not acting in the capacity as guarantor for the Tenant. Whilst all reasonable steps are taken to verify the position of any prospective Tenant, should there be any non-payment of rent during a tenancy agreement, the Landlord will still be responsible for costs incurred in recovering the unpaid rent, including legal proceedings.

Fees are due and payable immediately on a Tenant entering into a tenancy agreement with the Landlord. It is agreed that the Agent will deduct such fees and commissions due from the rent monies collected. In the event of a local authority demanding repayment (whether in part or full) of housing benefit from the Agent and where the funds being demanded, have already been passed to the Landlord, they shall be responsible for refunding all monies to the Agent without any deductions whatsoever immediately.

The Agent shall not be required as part of their normal management duties to supervise any repair works nor to provide any specialist advice to the Landlord as to the nature of repairs required. The Agent shall be under no liability in respect of any loss or damage arising from any sub-standard or inadequate repair works or from any other default by a repairing contractor.

The Agent shall be under no liability for any theft or damage at the Property whilst vacant or between lettings.

It is possible that in the normal course of business we will be offered commissions by third parties to whom we might introduce our landlords business. If we are offered a commission or other form of remuneration and we are satisfied that the service they provide is as good as and/or more expensive than others with whom they compete and that our landlord's interests are not adversely affected, then we may accept such commissions for our own benefit and not account for them to our landlords.

What You Are Responsible For:

Tax – You are responsible for paying tax on your rental income. If you are living outside of the UK, in accordance with the Finance Act 1995, you will need to apply for approval to receive rent without tax deductions. In the absence of this approval, we will deduct tax from your rental income and pay these monies over to the Inland Revenue on your behalf. Should you move outside of the UK during a tenancy, you will need to make us aware as soon as possible. You are liable to pay all property taxes for periods where the property is vacant. You will also need to keep and maintain your records for VAT purposes. We will hold copies of your rental statements should you require them.

Money Laundering – Under the Money Laundering Regulations 2017, we are now required to ensure that we have risk assessed all relevant transactions which will include the creation of a tenancy between the Landlord and Tenant. Therefore, we are legally obliged to request, collate and store the following information from you: (1) Personal Identification such as a driving licence or passport, (2) Proof of Address, such as a utility bill or bank statement and (3) Proof of Ownership of the Property being let, such as a mortgage statement or a copy of the title deeds.

**TERMS & CONDITIONS OF THIS AGREEMENT****What You Are Responsible For (continued):**

Money Laundering – Under the Money Laundering Regulations 2017, we are now required to ensure that we have risk assessed all relevant transactions which will include the creation of a tenancy between the Landlord and Tenant. Therefore, we are legally obliged to request, collate and store the following information from you: (1) Personal Identification such as a driving licence or passport, (2) Proof of Address, such as a utility bill or bank statement and (3) Proof of Ownership of the Property being let, such as a mortgage statement or a copy of the title deeds.

Mortgage Lender – You are responsible for obtaining permission to let your property from your mortgage lender and informing us of any conditions that need to be met to comply. We may require written confirmation that this has been completed. If your mortgage payment is due within seven days after your rent due date, we strongly advise that you contact your mortgage lender to change this.

Houses in Multiple Occupation (HMO) – Complying with any order made by a local authority relating to HMOs and completing any works required (prior to a tenancy commencing).

England/Wales Postal Address – Arranging postal re-direction at the property and providing us with an address in England or Wales for the Tenant to serve legal notices on you.

Property Insurance – You will need to ensure that there are adequate levels of insurance cover in force in respect of the Property and the contents, if applicable, and the insurer is aware that the Property is available for letting. You will need to notify the insurer of the date of any letting. You will need to ensure that the insurer is aware if the Tenant is claiming housing benefit. You will also need to ensure that public liability is noted on the insurance policy.

Gas Safety – In accordance with the Gas Safety (Installation and Use) Regulations 1994, gas appliances and installations must be checked and found to be safe by a Gas Safe registered engineer annually. A copy of the gas safety record must be produced to the Agent. Records of safety checks must be retained for at least two years. All servicing, repairs or replacement of gas appliances must be carried out by a 'Gas Safe' registered engineer.

Electrical Safety – In accordance with the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, electrical installations in the rented properties must be inspected and tested by a qualified electrician who complies with certification requirements. A copy of a satisfactory Electrical Installation Condition Report (EICR) must be provided prior to the start of the tenancy, and the test must be repeated and passed successfully every 5 years at least.

Smoke Alarms – In accordance with the Smoke and Carbon Monoxide Alarm Regulations (England) 2015, the Property requires a working and tested smoke alarm on each habitable level of the Property and if there is a solid fuel appliance a working and tested carbon monoxide detector at the commencement of the tenancy.

Legionella Risk Assessment – In accordance with the Health & Safety Guidelines 274 Part 2 a landlord is responsible for the checking and monitoring of all water systems in their properties. This means an initial check should be carried out to ascertain the risk level of Legionella. As with all advisory legislation we strongly recommend you consider carrying out these risk assessments. The Agent can hold no responsibility for any issues that occur because of these not being carried out.

Furnishings – Removing or replacing all furnishings, which do not comply with the Furniture and Furnishings (Fire Safety) Regulations 1988. Any furnishings left behind must comply with the current fire resistance requirements.

Energy Performance Certification – Complying with European Economic Union (EEU) legislation on Energy Performance Certification.

Keys – Providing us with a minimum number of sets of keys, for the number of occupants agreed, together with any door entry and/or car park fobs, communal entrance codes and/or keys, and any alarm codes. All window keys must be left at the Property. Any costs incurred by the Agent for new keys will be charged to the Landlord, along with the addition of an administration fee which can be found on the Fees to Landlords document.

Maintenance & Repairs – You will need to ensure that at the commencement of tenancy the Property is suitably clean for occupation by tenants. You will also have to maintain the Property in a good standard of repair throughout the tenancy term whilst occupied by a Tenant. All necessary repairs and maintenance will need to be resolved as and when it is required, as stated in the terms of a tenancy agreement.

Disputes – Inform us if you have a dispute regarding the contents of a check out report within 7 days of receiving it from the Agent.

House Builders' Guarantee – Providing us with details of any House Builders' Guarantee if applicable.

Security during Void Periods – The security of the Property during periods of vacancy are the Landlord's responsibility.

Costs You May Incur in Addition to Our Fees & Commissions – The annual gas safety and electrical checks, period electrical tests, energy performance certificates and relevant insurances. Appliance servicing repairs and maintenance, property maintenance and periodic redecoration, ground rent and service charges. Council tax and utility bills, telephone, broadband and cable services for vacant periods. TV licence fee if a TV is left at the Property, and the costs of taking legal action to recover possession of the Property if required.

Indemnity – The Landlord undertakes to indemnify the Agent within 7 days of a demand against all costs, claims and expenses of whatever nature made by any person or body arising from the withdrawal of the Landlord from a transaction once the Agent has located a Tenant but before the Tenant has moved in, including but not limited to, any costs incurred by the Agent in checking the references of the prospective Tenant which were undertaken in reliance upon the Landlord in completing the tenancy agreement.

Availability – If the Landlord fails to have the Property available for the period stated on page 5, the agent will not be responsible for any Tenant's abortive costs and the Landlord shall indemnify the Agent accordingly as stated above.

General Authority – By signing this contract, you are confirming that you have the legal right to let the Property from which we have received your instruction. You will need to confirm to us in writing if any of the events listed occur: Notice to terminate our agency, appointment of other agents including estate agents offering the property for sale, notice to terminate or vary the terms of an active tenancy, approval for maintenance work in excess of your delegated spend limit, changes to your bank details, changes to your residency address, changes to your contact details, exchange or completion of a sale of the property or legal proceedings, bankruptcy or insolvency orders that have been issued against you.



TERMS & CONDITIONS OF THIS AGREEMENT

What You Are Responsible For (continued):

Right to Terminate Our Agency – In respect of an active tenancy arranged through our agency, you may terminate our agency by giving us 3 month's written notice. We may terminate our agency by giving you 3 month's written notice, or immediately at the end of a tenancy.

Copyright – All images, floor plans, sales particulars and any other printed material in relation to your property remain the property of the Agent. Should you wish to use any images, floor plans or descriptive materials once our agency agreement has ceased or for the purposes of multi-agency marketing, this will be subject to payment of a marketing fee of £240 inclusive of VAT. Should any of our marketing materials be used for marketing purposes by yourself or an appointed agent without our express permission, then you will automatically become liable for payment of our marketing fee.

Cancellation Charges – In the event of the Landlord terminating the agreement once a prospective Tenant has been found who is willing and able to proceed, the fee equivalent to the Tenant Find Fee shall be payable by the Landlord to the Agent. Should the Landlord secure their own Tenant for the Property whilst the Property is under the terms of this agency agreement, the Landlord shall permit the Agent to carry out their referencing procedures and move the prospective Tenant into the property and make charges in line with the advertised fees on the Landlord Fee Schedule document

Variation of Terms – We may give you 1 months' notice to vary the terms of this Agency Agreement.

Transfer of Obligations – We may transfer all our rights and obligations as your Agent to a third party that has been approved by the Agent.

Legal Jurisdiction – These terms shall be governed, construed and enforced in accordance with the law of England and Wales.

Advertising – We may promote your Property using various media, including the erection of a board unless you instruct us not to do so. We may also use your Property for editorial features and advertising purposes, unless you instruct us otherwise.

Access – You may only gain access to the Property during an active tenancy by prior agreement with the Tenant, unless in circumstances of a genuine emergency threatening life or the safety of the Property. We will not be responsible for arranging access for other agents acting on your behalf.

Interest on Client Monies – We retain all interest earned on Client Monies.

Complaints Procedure – If you have a complaint about the service you have received from the Agent, you will need to put your concerns in writing to us. The correspondence will be acknowledged within 3 working days. The matter will then be investigated, and full response will be sent to you within 15 working days. If you feel the matter is unresolved, you will need to address your response to the managing director, who will investigate and respond with a final viewpoint. If you remain dissatisfied, you have the right to refer your matter to the Property Ombudsman at the following address: The Property Ombudsman, Milford House, 43-55 Milford Street, Salisbury, Wiltshire, SP1 2BP.

Fees and Commissions – For both the initial fixed term of the tenancy and for any term thereafter, you are liable to pay our fees and commissions. Fees and commissions will be deducted in advance from rent paid. If you are on the Find a Tenant service, fees and commissions will be deducted in advance for the duration of the initial fixed term. Monies will be taken from the rent paid by the Tenant at the commencement of the tenancy. No refund of fees and commissions will be made if you or the Tenant invokes a break clause during the tenancy where our fee was pre-paid for the full term.

Please Note: The above-mentioned regulations are subject to change and the Landlord accepts responsibility for ensuring that any amendments to either existing legislation or conditions made mandatory by new legislation are fully met. The Landlord agrees that the Agent has the right to have any mandatory work and/or inspections undertaken at the property if the Landlord fails to comply with any act of legislation affecting the property. The Landlord agrees that this does not make the Agent responsible for completing the work and agrees to meet all costs incurred in ensuring the tenancy complies with legislation.



SERVICES OFFERED

Full Management	Rent Collection	Tenant Find
<p>Marketing The properties are advertised on various websites, including Rightmove, On-The-Market, Honey Lettings web site and social media. Boards will also be erected to further advertise your property to the public.</p>	Same As Full Management	Same As Full Management
<p>Referencing We carry out thorough credit checks and references on all your potential Tenants. This includes confirmation of their employment, bank statements, wage slips, documentation to support affordability and references from previous Landlords. We also undertake initial right to rent checks and any subsequent requirements under the Immigration Act 2016. For applicants who require it, a guarantor will be requested. The guarantor will be liable to pay the rent and cover any loss suffered by you under the terms of the tenancy if the tenant is ever unable to do so. If requested we can also collect a holding deposit equal to one weeks rent.</p>	Same as Full Management. However, you will be required to undertake any future right to rent checks once the tenancy has commenced. We will advise you at the commencement of the tenancy if any of the occupiers have a time limited right to rent.	Same as Full Management. However, you will be required to undertake any future right to rent checks once the tenancy has commenced. We will advise you at the commencement of the tenancy if any of the occupiers have a time limited right to rent.
<p>Gas and Electrical Checks Should your property have gas, a gas safety report (GSR) will have to be issued by a Gas Safe registered engineer. An EICR electrical installation condition report, will also be required before your Tenants can move in. These are a legal requirement and can be arranged by us on your behalf for a fee (see additional fees schedule and EICR form). A gas safety record will then have to be carried out annually to ensure that the property is gas safe. An EICR will be required every 5 years. This can also be arranged with us. Electrical checks can also be carried out on your property if requested.</p>	Same as Full Management, but we can only carry out the initial gas safety record and an EICR, electrical installation condition report, that is required to move the Tenant in. Once this has been carried out, all subsequent gas safety records, which will be required every year and the EICR every 5 years, will need to be arranged by yourself.	Same as Full Management, but we can only carry out the initial gas safety record and an EICR, electrical installation condition report, that is required to move the Tenant in. Once this has been carried out, all subsequent gas safety records, which will be required every year and the EICR every 5 years, will need to be arranged by yourself.
<p>Photographic Inventory We will arrange for an inventory to be carried out at your property prior to your Tenants moving in. The inventory will take note of any possessions left in the Property, as well as the properties overall condition. This is then cross referenced with our inspection and check out reports to ensure that the Property is being maintained in accordance with the tenancy. If there are any issues, these can be raised during and at the end of tenancy.</p>	Same As Full Management	Same As Full Management
<p>Move In (see Inventory and Check-in Fee Charges) We will undertake to meet the Tenant at the Property, providing all keys where necessary and within reason showing the Tenant the locations of appliances, stop cock, meters, parking spaces and bin areas. As required by the law, we will also undertake to test the operation of the smoke alarms and any carbon monoxide detectors located within the Property. Thereafter the tenant is liable for regular testing of the alarms/detectors.</p>	Same As Full Management	Same As Full Management
<p>Tenancy Agreements Tenancy agreements are drawn up between you and your Tenant 'subject to contract'. The agreement will outline the responsibilities of yourself and the Tenant, as well as any individually negotiated clauses you agreed upon. The length of the tenancy is normally for a period of 12 months.</p>	Same As Full Management	Same As Full Management
<p>Inspection Visits Inspections are carried out on your properties every three months. We will report back the findings after each inspection.</p>	If you are on the find a Rent Collection service, property checks will have to be carried out by yourself in agreement with the Tenants.	If you are on the find a Tenant service, property checks will have to be carried out by yourself in agreement with the Tenants.

Honey Lettings is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman which is the largest lettings redress scheme in the UK





SERVICES OFFERED

Full Management	Rent Collection	Tenant Find
<p>Deposit & Disputes We will collect the deposit on your behalf and submit the deposit to an authorised deposit scheme within the required timescale. Please see our End of Tenancy Administration fee which can be found on our Landlords fees schedule.</p>	<p>We will collect the deposit on your behalf and submit the deposit to an authorised deposit scheme within the required timescale. Please see our End of Tenancy Administration fee which can be found on our Landlords fees schedule.</p>	<p>We will collect the deposit on your behalf and submit the deposit to an authorised deposit scheme within the required timescale. Please see our End of Tenancy Administration fee which can be found on our Landlords fees schedule.</p>
<p>Maintenance Any maintenance issues that occur at the Property will be passed through Honey Lettings. We will notify you of the issue and then contact the relevant tradesman to visit the property to either carry out the required work or assess and quote for the work required. Your preferred tradesmen can be used if you provide us with their details. If works proceed, the invoice amount will be taken out of your next rental payment or in certain circumstances the amount will be required to be paid upfront.</p>	<p>This is solely between yourselves and your tenant.</p>	<p>This is solely between yourselves and your tenant.</p>
<p>Rent Set-Up & Collection We provide the Tenant with the relevant bank details to enable them to set up rent payments. This will be paid into our account where we will deduct our management fee and maintenance costs if applicable. Payment made for the first rental period will be made to you within 4 working days of tenancy commencement, other subsequent payments will be made within 2 working days of funds clearing with the Agent.</p>	<p>We provide the Tenant with the relevant bank details to enable them to set up rent payments. This will be paid into our account where we will deduct our Rent Collection fee. Payment made for the first rental period will be made to you within 4 working days of tenancy commencement, other subsequent payments will be made within 2 working days of funds clearing with the Agent. We will have no further involvement.</p>	<p>We will arrange for the Tenant to make the first rental payment to Honey Lettings and we will deduct our management fee. Payment made for the first rental period will be made to you within 4 working days of tenancy commencement. We will provide the tenant with your bank details in order that future payments can be made directly to yourself. We will have no further involvement.</p>
<p>Legal Notices If for any reason, we are requested by yourself to serve a notice for possession, commonly a section 8 or section 21 notice (Form 6A), we will complete, sign and serve the notice on your behalf following receipt of this request in writing. Please note we do not complete court paperwork on the expiry of the legal notice. We recommend consulting a solicitor if this is required. If you require this service, then the fee charged can be found in the Landlords fees schedule.</p>	<p>If you require this service, then the fee charged can be found in the Landlords fees schedule.</p>	<p>If you require this service, then the fee charged can be found in the Landlords fees schedule.</p>
<p>Court Attendance We can, for a fee, attend any court hearing required. These fees are detailed in the Landlords fees schedule.</p>	<p>We can, for a fee, attend any court hearing required. These fees are detailed in the Landlords fees schedule.</p>	<p>We can, for a fee, attend any court hearing required. These fees are detailed in the Landlords fees schedule.</p>
<p>Day-to-Day Management with the Tenant on your behalf We manage all communications with the tenant on your behalf. If there are any issues or general enquiries from the Tenants, we will be the main point of contact. We will then speak to you to hopefully find a resolution.</p>	<p>We will not contact your Tenant after they have moved into your property accept for the purpose of rent collection.</p>	<p>We will not contact your Tenant after they have moved into your property.</p>
<p>Legionella Risk Assessment In accordance with the Health & Safety Guidelines 274 Part 2, a landlord is responsible for the checking and monitoring of all water systems in their properties. This means an initial check should be carried out to ascertain the risk level of Legionella. As with all advisory legislation we strongly recommend you consider carrying out these risk assessments.</p>	<p>Same As Full Management</p>	<p>Same As Full Management</p>
<p>Tenancy Renewals When a tenancy agreement is due to expire, we will contact you and the Tenants to try and organise a tenancy renewal. Both parties must agree on the term length and rental amount. We will organise for all parties to sign the renewal tenancy.</p>	<p>We will not contact you or your Tenant regarding renewing their tenancy agreement. We can however upon request prepare an agreement for you and your Tenants. Please refer to the Landlords fees schedule.</p>	<p>We will not contact you or your Tenant regarding renewing their tenancy agreement. We can however upon request prepare an agreement for you and your Tenants. Please refer to the Landlords fees schedule</p>

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SERVICES OFFERED

Full Management	Rent Collection	Tenant Find
<p>Check-Out Process If requested, at the end of tenancy, we will visit the property to assess its condition. We will then cross-check this with the inventory that was carried out prior to the tenancy. We will then use this to determine if any deductions need to be made from the deposit. A copy of the report will be sent to you. We will then contact you to get your thoughts on the property's condition as well as advising you whether you may need to visit the property yourself to contribute any additional findings.</p>	<p>We can conduct a check-out on your behalf if required. Please refer to the Landlords fees schedule.</p>	<p>We can conduct a check-out on your behalf if required. Please refer to the Landlords fees schedule.</p>
<p>Energy Performance Certificate (EPC) An energy performance certificate is required for us to market your property. If you do not have an EPC, we can arrange for one to be carried out at your property for a fee (please refer to the Landlords fees schedule).</p>	<p>Same As Full Management</p>	<p>Same As Full Management</p>
<p>Smoke Alarm/Carbon Monoxide Detector Installation (as part of the Inventory & Check-in) To ensure that your property is compliant with current legislation we will carry out a pre-tenancy inspection to ensure that your legal obligations are fulfilled completely. We can install required units for an additional fee following this visit (quotation provided on request).</p>	<p>Same As Full Management</p>	<p>Same As Full Management</p>
<p>HMRC Non-Resident Landlord (NRL) Tax Submission If you reside outside of the UK and do not have NRL Tax exemption we will provide the HMRC with the required quarterly breakdown on your behalf. Please refer to the Landlords fees schedule.</p>	<p>If you reside outside of the UK and do not have NRL Tax exemption we will provide the HMRC with the required quarterly breakdown on your behalf. Please refer to the Landlords fees schedule</p>	<p>If you reside outside of the UK and do not have NRL Tax exemption we will provide the HMRC with the initial tax deduction details for the initial rental income and thereafter you are responsible providing tax deduction details and for paying HMRC tax due on your rental income.</p>



FURTHER INFORMATION

The Tenancy Deposit

The Agent is a member of The Deposit Protection Service (Deposit Scheme), which is administered by:

The Deposit Protection Service (DPS) Tel: 0330 303 0030 Web: www.depositprotection.com Email: via online contact form

The Pavilions, Bridgwater Road, Bristol, BS99 6AA

The Deposit Protection Service (DPS) holds the tenancy deposit in their custodial scheme and any interest which is generated from holding the deposit shall be retained by the DPS.

Find a Tenant & Rent Collection Service

The Agent will only collect and protect the deposit on behalf of the Landlord to ensure compliance with deposit legislation. In the event there is a dispute between the Landlord and the Tenant in respect of the return of the deposit, the Agent will not be involved, and it is the Landlord's responsibility to instigate, collate and submit all the required evidence for the purposes of adjudication. If the Landlord does require the assistance of the Agent, please see our Landlord Fee Schedule.

End of Tenancy – Tenancy Deposit Scheme

If there is no dispute, we will keep any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord or repay the whole or balance of the deposit according to the conditions of the tenancy agreement with the Landlord and the Tenant. Payment of the deposit will be made within 10 working days of written consent from both parties.

If, after 10 working days following notification of a dispute to the Agent and reasonable attempts having been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the deposit, it will be submitted to the Deposit Scheme for adjudication if both parties agree. All parties agree to co-operate with any adjudication. The statutory rights of the Landlord and the Tenant(s) to take legal action against the other party remain unaffected.

It is not compulsory for the parties to refer the dispute to adjudication. The parties may, if either party chooses to do so, seek the decision of a court. However, this process may take longer and may incur further costs, because it is a condition of the tenancy agreement signed by both parties, judges may refer the dispute back to the Deposit Scheme for adjudication. If the parties agree that the dispute should be resolved by adjudication, they agree to be bound by the decision of the adjudicator.

If there is a dispute, we must remit to the Deposit Scheme the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether the Landlord wants to contest it. Failure to do so will not delay the adjudication, but the Deposit Scheme will take appropriate action to recover the deposit and discipline the Agent. The Agent must co-operate with final decision of the dispute and follow any recommendations concerning the method of the resolution of the dispute. Please see the Landlord Fee Schedule if the Landlord requires the services of the agent to use the dispute resolution service.

Please refer to the Landlord Fee Schedule if you require the services of the agent regarding deposit dispute resolution.

Correct Information

The Landlord warrants that all information that has been provided to the Agent is correct to the best of their knowledge and belief. If the Landlord provides incorrect information to the Agent which causes the Agent to suffer loss or causes legal proceedings to be taken, the Landlord agrees to reimburse and compensate the Agent for all losses suffered.

General Data Protection Regulations

The Landlord agrees that any personal data provided to them by the Agent, such as tenant details, are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely. The Landlord further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Landlord to adhere with the General Data Protection Regulations.

Privacy Notice

Data Controller - Lorraine Hutley (Partner) - Honey Lettings, ICO Registration Number: Z3099734

Your Personal Data

We will hold and process your personal data for a legitimate reason to ensure that we are able to fulfil all our contractual obligations to you. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, contractors, software providers, tenancy deposit schemes, local council and utility companies to ensure the efficient management of your property. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the management of your property without your explicit consent.

Right to Deletion

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or contact email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Subject Data Access Request

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to above address or contact email which will be actioned within 7 working days of receipt.

Complaint

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.