



gunninglegal@outlook.com

ADDRESS: 75 CORONATION AVE, HAVERFORDWEST

PEMBROKESHIRE SA61 2RG

TELEPHONE: 01437 763011

TENANT AND RENT COLLECTION SERVICE IN RELATION TO:

**STARTING FEE £275 + 12% OF MONTHLY RENTAL INCOME
PER 6 MONTHS**

The following services will be provided

- Preparation of tenancy agreement for signing and serving on tenants.
- Check property registered with Rent Smart Wales.
- Provide tenant with gas safety certificate, EPC certificate and any electrical safety certificate provided by Landlord.
- Notify Rent Smart Wales of identity of Letting Agent (Security Lettings Ltd)
- Apply to DPS for deposit protection of tenant's deposit.
- Notify tenant of registration with DPS.
- Provide prescribed terms and conditions to tenants to fulfil statutory requirements.
- Notify Pembrokeshire CC, council tax department of tenancy occupation of property.
- Notify Welsh Water (Dwr Cymru) of occupation by tenants to fulfil

requirements for water bills.

- To ease your cash-flow, we will accept commission on, a monthly basis from the rent as it arrives into our account. Please note: commission fees remain due for the entire period that a tenant, remains in your property, either on a fixed term, periodic or other tenancy type.
- You will be informed of any rent arrears or breaches of contract brought to our attention.
- If legal action is required Security Lettings Ltd; can assist you. Our fees in relation to this service are set out, separately under legal fees and services (please ask for a copy).
- Collection of rent by standing order* with rent transferred into your bank account electronically with a statement of account of rent (see point 8 below).
- Incoming monthly rent monitored and rent arrears procedure implemented in the event of non-payment.
- In the event of court action being required for tenancy breaches under rent arrears, a complete log of payment history and credit control processes will be passed to your solicitor, should you choose, not to instruct Security Lettings Ltd.
- *A tenant has the right to refuse to set up a standing order payment and to choose another payment method, however, we will use our best endeavours to encourage the use of standing order payment.

CONTRACT

Personal Representatives

IAGREE TO THE TERMS
SET OUT HEREIN

SIGNED

Please sign above and write your name in full, detailing the capacity in which you sign

DATED.....

IAGREE TO THE TERMS

SET OUT HEREIN

SIGNED

Please sign above and write your name in full, detailing the capacity in which you sign

DATED.....