Residential Land
Terms and Conditions

OFFERS

Once an offer has been accepted by the Landlord, Residential Land will email the following documentation:

1. *An acceptance offer letter,*
2. *'Tenant Information' or 'Company Information' form*
3. *'Request for payment' invoice which will provide the Tenants/Company our bank details for the funds to be transferred*

It is agreed in all cases that Residential Land to have to be in receipt all cleared funds (including admin fees) before keys can be released.

Agent's fees are not, under any circumstances, to be taken from deposits or moving in monies.

FEES

Residential Land offers **7%** commission with every successful letting, upon receipt of your invoice. If the Tenant renews the contract we will pay you **5%** of the contract period but again split into two payments.

If the Tenant moves out before the end of their contract, and we are unable to recoup any fees paid to you from the Tenant, then you will be liable for the reimbursement.

REFERENCING

TENANT'S

1. Clear copy of passport and/or driving license for applicant
2. Letter from employer confirming salary details and full time employment.
3. A reference from the Tenant's bank confirming that the Tenant can afford to commit to the relevant monthly rental or an accountant
4. A character reference.
5. A full credit reference

COMPANY LETS AND EMBASSY'S

1. Clear copy of passport and/or driving license for the occupier
2. A letter from a company director or an official letter of authority from an embassy confirming the rental
3. A reference from an accountant
4. A full credit reference

MARKETING

Please contact us or our marketing team on 020 7408 5155 if you require any marketing material such as floor plans, photographs or EPC's. We are very happy for you to advertise our properties on all the website portals.

VIEWINGS

Please liaise with the Building Manager to arrange viewings before appointments are made with your applicants.

Master key system- If the apartment is vacant you can gain access via a Residential Land's master key system, if you do not have a copy of our master key you will be able to collect one from our Mayfair Head Office.

If the apartment is currently occupied we require 24 hours' notice with viewings Monday-Friday, with an appointment booked directly with the Building Manager.

AVALIABLE PROPERTIES

Residential Land have over 1500 units, we will keep you updated with current availability. Every Tuesday the available properties list is emailed out to all Agents working with us. If you do have any queries please do contact us. However, we do ask you to check the list first! If you wish to receive this list please do contact us. Our website is a live site and therefore it is updated on an hourly basis.

ADMINISTRATION FEE

Residential Land does charge an administration fee between £50.00 & £70.00 for the documentation and if you do charge a prospective Tenant we would look for that fee to be passed to us.

CONTRACTS

Residential Land uses a BPF (British Property Federation) contracts. We charge rent from the first day of every month. If the Tenant moves in after the 14th day of the month then their first payment will be from that date until the end of the following month.

DEPOSITS

Residential Land requires a deposit of one calendar month. Residential Land holds all deposits under the **'My Deposits'** scheme. Residential Land adheres to all the relevant deposit laws under the Housing Act.

MANAGEMENT

Residential Land have an in house Property Management team who comprehensively manage the portfolio. There is an emergency call number for out of office hours.

MOVING DAY

Keys will be issued from a member of Residential Land team. Keys will only be released once Residential Land is in possession of cleared funds and Residential Land has received all the relevant documentation.

CHECK IN & INVENTORY

Inventory and check-in will be organised by Residential Land. Residential Land pay for the incoming inventory and the Tenant pays for the checkout (this will be deducted from the deposit) at the following rates

Studio	£100.00
One bedroom	£110.00
Two bedroom	£120.00
Three bedroom	£130.00

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MASTER KEYS

Please collect a copy of our master key from our Mayfair Head Office. If you do not have a copy please collect a key with a copy of your ID such as passport, driving licence and a business card.

If you lose a Residential Land master key you need to report this as soon as possible to the 'Head of Lettings' Stuart Birke on 020 7408 5155.

UTLITIES

A number of our buildings have communal utilities such as heating or water which will be recharged to the Tenant when their rent is paid either being monthly or quarterly.

The deposit will need to be increased to allow for the utlitie charges.

NEGOTIATOR BONUS SCHEME

Residential Land offer a discretionary negotiator bonus as an extra incentive to negotiators. This bonus is payable when Residential Land are satisfied with the standard of service we have received.

Our scale of negotiator bonuses are listed below and is paid directly to the individual negotiator:

Tenancy of Three months	£175.00
Tenancy of more than Six months	£250.00

Negotiator bonuses do not apply to solo Agents, company Directors or principals of any agency who do not have commission based members of staff leading the negotiation.

SECURITY

The Agent should leave the property in the condition that they found it such as doors locks, windows closed, and lights off. If there is any doubt they should contact the relevant Building Manager.

Please contact the relevant Building Managers for access codes if needed as these codes can be changed for security reasons.

1. If Residential Land or associated companies sells any of its properties, they will not be held liable for any further fees in relation to any property once completion has taken place. This includes any 2nd payment due or renewal fees.

2. You will NOT advertise our properties at a lower price than on our weekly lettings list if you are found to be doing this you will be immediately dis-instructed.

..... Agent

..... Print

Date: __ / __ / ____

..... Witness

..... Print

Date: __ / __ / ____