

INSTRUCTIONS TO ACT

Address of property to be let:

Full name of owners:

Correspondence address (if different from above):

Work Tel. Number: Home Tel. Number:

Email address: Mob. Tel. Number:

I/We appoint SpaceConstruct as my/our agent and confirm I/we are the legal owner(s) of the above property.

Where the property is part furnished or furnished I/we have understood and comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 & 1993).

I/We have read and accept SpaceConstruct's Terms and Conditions of business, acknowledge receipt of a copy and agree to them.

Other services I wish SpaceConstruct to provide (please tick):

I/We agree to pay the fees and charges as they apply and instruct SpaceConstruct to

Preparation of tenancy Agreement.....
(£180 incl. VAT)

Introduce a tenant.....%
Introduce a tenant and collect rent.....%
Introduce a tenant, collect rent & manage.....%
Short term letting.....%

Obtain quotation for inventory make.....
Obtain quotation for cleaning.....
Obtain quotation for check in/out.....

Where I/We have instructed SpaceConstruct to manage the property I/We understand that a retainer of £300 will be held by them against expenses.

Obtaining Gas Certificate.....
Obtaining Electrical Certificate.....

I/We confirm that the property will be (please tick):

Unfurnished
Part Furnished
Furnished

Extra keys.....
Any other services.....

I/we agree to provide SpaceConstruct before the start of the Tenancy with details of the utility suppliers and the account numbers. Should the correct information not be given, I/We understand that SpaceConstruct will not be held responsible for the transfer of utilities.

Consent to let

I/We will obtain any necessary consents required in order to let the above property including, where necessary, consent from my/our mortgage provider or superior landlord. SpaceConstruct will not be liable for any action taken against me/us or the tenants where the appropriate consents have not been received.

The sale of the property to a tenant

In the event of a party introduced by us (or any other person, body or corporate association with that party) subsequently purchasing the property, whether before or after entering into a tenancy agreement, commission shall be payable to us on completion of the sale at the rate of the rate of 0.5% of the sale price exclusive of VAT. Fees are due for payment on exchange of contracts but deferred until completion. The landlord will give his irrevocable authority to the solicitors appointed at the time of the sale, to pay out of the proceeds of the sale our agreed charges plus VAT on the day of completion, and any interest will be charged at 4% above HSBC Bank base rate if the account remains unpaid for more than ten days after completion.

At the commencement of each tenancy, I/We agree that SpaceConstruct is entitled to the letting fee in full for the term of that tenancy. Should this fee exceeded the first rental payment, I/We agree to pay the balance within seven days receiving of an invoice.

Where a tenancy arranged by SpaceConstruct is extended for a further period, or a new tenancy is granted at any time to the original tenant (or any related party), or when a tenant introduced by SpaceConstruct remains in occupation of a property, I/We agree that SpaceConstruct are entitled to their letting fee in full at the commencement of the new term or period of occupation.

SpaceConstruct reserve the right to charge me/us a sum equivalent to one week's rental for any abortive work involved in introducing a prospective tenant who is accepted in principle, but for any reason (except where references prove unsatisfactory) I/We decide not to proceed.

In the event of a property being sold or passed on with the benefit of a tenancy, fees will remain due to SpaceConstruct and payable by me/us as the original Landlord for the entire duration of the tenancy, including any extensions to the original lease, whether or not SpaceConstruct have been involved in any such negotiations.

I/We understand that until SpaceConstruct receives a signed copy of these 'Instructions to act' the initial rental payments may not be transferred to me/us.

Name of owner(s)**Signature of owner(s)**.....

Date.....

Signature for SpaceConstruct

Date.....