
VANDERPUMP & WELLBELOVE

A GUIDE TO LETTING YOUR HOME

Lettings Department 0118 9573978
Management Department 0118 9452626
Accounts Department 0118 9421160

Vanderpump & Wellbelove
2010

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COMPANY HISTORY

VANDERPUMP & WELLBELOVE were originally the very well known and respected London firm of Country Land & Estate Agents, Wellesley – Smith & Co founded in 1929, which commenced business from 91-93 Baker Street London W1.

After the 2nd World War they amalgamated their Reading Office with Vanderpump & Wellbelove selling top quality Town & Country Houses. The business flourished under the guidance of Mr R E Vanderpump F.R.I.C.S who became the High Sheriff of Berkshire and South Oxon, and his partner Mr I R Wellbelove FRIV. They expanded and had branches in Reading, Woodley, Wallingford, Henley & Wokingham. At the time they were one of the very few Agents professionally managing properties and were responsible for a very large portfolio of residential and commercial properties for private Landlords, professional investors and institutions throughout the County.

In the late 1980's the senior Partners retired and the business was taken over for a time by a local Company who then transferred the business to the present Directors who have been closely connected with Vanderpump & Wellbelove for many years.

INTRODUCTION

The letting of your property is probably one of the most important decisions you will make in your lifetime. The success of the letting will almost certainly depend on the choice of agents and the way in which they look after your affairs.

We have tried in this brochure to outline the advantages and disadvantages so that you know where you stand when letting. We have also explained exactly what we, as your agents, do to help. We will not try to sell you insurances or mortgages, try to persuade you to sell your house or steer you away from what you reasonably want to achieve. We are a private company concerned with and concentrating on property letting and management and looking after your interests when dealing with tenants.

EXPERIENCE

Our managers have many years experience and will gladly advise genuine prospective Landlords as to the rental value of the property and suitability for letting, and will do all they can to guide you through the intricacies and complications of letting. They will advise you on up to date implications of property law relating to letting and how such legislation will affect you and your property.

We will try to care for your property as though it were our own. It is just as important to us as it is to you to maintain occupancy and continuity of rent payment. That, coupled with our many years of experience in this specialist field, has made us one of the leading property management companies throughout the Thames Valley.

THE SERVICES

Our Services have been designed with the highest degree of flexibility to suit each individual needs. Every client and each property will have different requirements which is why we treat each service with that individual attention.

OPTIONS

Your circumstances and wishes will dictate which services you will require from Vanderpump & Wellbelove and therefore we have designed three different service levels for you to choose from.

Letting Only

Letting and Rental

Fully Managed

Details of all three of these services are as follows.

BRONZE SERVICE

Service Includes

- To advertise the property
- Select prospective tenants
- Arranging and accompanying tenants for viewing purposes
- Applying for and checking references to include a credit search where applicable.
- Arranging for all relevant Notices to be served at the commencement of the tenancy and for the Tenancy Agreement to be signed by the tenant.
- Collecting the first month's rent and deposit.
- Accounting to the Landlord with a detailed statement.

Charges

On commencement of the tenancy a charge equal to one months rental inclusive of VAT & Deposit protection fee will be payable.

On the anniversary of the tenancy

Irrespective of whether or not the agreement is renewed a reduced fee of 50% of one months rental + vat will be payable.

SILVER SERVICE

Service Includes

- To letting the property as detailed in the Bronze Service but to further include:
- Rent collection and accounting throughout the tenancy
- To instigating legal proceedings on the Landlord's behalf for rent arrears or possession, as necessary, to include the instruction of a solicitor on the Landlord's behalf.
- Negotiating with the Landlord and tenant renewal terms or reletting the property where applicable

Additional Charges

In the case of a new tenant taking over involving the check out of the property, updating of the inventory, Re marketing in the local press & website advertising an additional administration fee equal to 1 weeks rental + VAT will apply.

Preparation of new contract & notices £70 + Vat.

Overseas Landlords Tax Computation will be charged at £150.00 + VAT
(Which we are required to provide by law to the Inland Revenue)

UK Landlords Tax Computation will be provided and will be charged at £75.00+ VAT. This will be produced on the 5th April each year.

Should Vanderpump & Wellbelove need to become involved in maintenance issues due to the landlord not being available then an administration charge will be incurred. A minimum of £25.00 + VAT will be charged depending on the time involved in dealing with the relevant issues.

Charges

12.5% Per Calendar Month + VAT.

+ Additional charges as described above.

Initial Tenancy & Renewals

Charges due to renew a tenancy will be at a cost of £70 + VAT.

NB: In the event of loss of management for reasons other than vacant possession for re-occupation or sale purposes, our fee will be 10% of six months rental + VAT.

GOLD SERVICE

Service Includes

- To letting and managing the property as detailed in the Bronze and Silver Services and as further detailed in the brochure, but briefly to include:
 - Periodic inspections of the property.
 - Close supervision of the tenancy to ensure compliance by the tenant of the terms of the Tenancy Agreement and in the case of non-compliance, where applicable, taking appropriate steps to rectify the situation.
 - Handling repairs and maintenance of the property as instructed by the Landlord.
 - To arrange payment of regular accounts or maintenance accounts as instructed by the Landlord.
 - Corresponding with the local council for council tax demands to be billed to the relevant parties for the relevant period.
 - Corresponding with the service companies at the beginning and end of each tenancy to ensure bills are dispatched to the relevant parties.
 - Forwarding Landlord's mail where applicable.
 - Attending to routine management enquiries from tenants and Landlords.
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Additional Charges

In the case of a new tenant taking over involving the check out of the property, updating of the inventory, Re marketing in the local press & website advertising an additional administration fee equal to 1 weeks rental + VAT will apply.

Preparation of new contract & notices £70 + Vat.

Overseas Landlords Tax Computation will be charged at £150.00+ VAT
(Which we are required to provide by law to the Inland Revenue)

Tax on income received from property is currently based on net income. Allowances are made for the rates (if paid by the Landlord), insurances, repairs and management fees along with any other similar expenditure. Under the new self-assessment system with the Inland Revenue, it is the responsibility of the individual to declare all lettings income along with any other UK income on a standard tax return. In order to simplify this exercise, we can produce a yearly 'Consolidated Property Report'. This report is a detailed account of rental income and expenditure that will enable you or your tax advisor to submit your tax return with relative ease and certainly at a reduced rate. This document is available for £50 plus VAT per year.

UK Landlords Tax Computation will be provided and charged at £75.00+ VAT.
These will be produced on the 6th April each year.

Charges

15% Per Calendar Month + VAT.

+ additional charges as above.

Tenancy Renewals

Charges due to renew a tenancy will be at a cost of £70 + VAT.

NB: In the event of loss of management for reasons other than vacant possession for re-occupation or sale purposes, our fee will be 10% of six months rental + VAT.

PRICE SCALE 2007

Inventory Preparation

	Furnished	VAT	Unfurnished	VAT
Studio Apartment	70.00	12.25	60.00	10.50
1 Bedroom property	80.00	14.00	70.00	12.25
2 Bedroom property	95.00	16.63	80.00	14.00
3 Bedroom property	110.00	19.25	100.00	17.50
4 Bedroom property	200.00	35.00	140.00	24.50
5 Bedroom property	230.00	40.25	170.00	29.75

For inventory updates from existing inventories, the cost will be 50% of the above prices.

Inventory Check In

	Furnished	VAT	Unfurnished	VAT
Studio Apartment	50.00	8.75	42.00	7.35
1 Bedroom property	66.00	11.55	54.00	9.45
2 Bedroom property	70.00	12.25	60.00	10.50
3 Bedroom property	80.00	14.00	72.00	12.60
4 Bedroom property	90.00	15.75	84.00	14.70
5 Bedroom property	120.00	21.00	114.00	19.95

Inventory Check Out

	Furnished	VAT	Unfurnished	VAT
Studio Apartment	60.00	10.50	54.00	9.45
1 Bedroom property	75.00	13.13	70.00	12.25
2 Bedroom property	90.00	15.75	80.00	14.00
3 Bedroom property	110.00	19.25	90.00	15.75
4 Bedroom property	150.00	26.25	100.00	17.50
5 Bedroom property	200.00	35.00	140.00	24.50

Property Inspection - Furnished or Unfurnished

	Charge	VAT
1 Bedroom property	35.00	6.13
2 Bedroom property	40.00	7.00
3 Bedroom property	50.00	8.75
4 Bedroom property	55.00	9.63
5 Bedroom property	60.00	10.50

GENERAL ADVICE ON LETTING YOUR HOME

We shall be pleased to provide our professional advice on the rental value of your property at which time we will take into account the market, the general conditions of your home and desirability, etc. We will advise you of any improvements we consider necessary in order to attract the right type of tenant.

ADVERTISING YOUR PROPERTY

We maintain an up-to-date register of good quality tenants and place regular advertising in the appropriate local publications our own website and several high profile websites. We provide an effective personal service to secure the best possible tenant for your property.

VIEWINGS

All viewings are arranged through our office. Applicants are either accompanied by our own staff or are shown around by appointment with the Landlord.

REFERENCES

Subject to acceptable rental terms with the Landlord, we will obtain employment, character and financial references from the applicant, alternatively we may use an outside reference agency to provide us with a suitability report. The method of referencing will depend on the tenants individual circumstances, which will then form the basis for the final decision to let the proposed tenant.

After negotiating rental terms with the tenant on your behalf, we will arrange for payment of a security deposit against damage, breakage's and dilapidation's. The deposit will be protected under one of the government schemes as required by law.

TENANCY AGREEMENTS

We will prepare a Tenancy Agreement and arrange for transfer of services such as Gas, Electricity, Water Rates and Council Tax. It should be noted that whilst we make every effort to ensure a smooth transfer of accounts, it remains the legal responsibility of the Landlord and the Tenant to advise the respective authorities.

BUILDING SOCIETIES AND MORTGAGES

If the property is subject to a mortgage then almost certainly there will be a clause in the mortgage deed, which will say that you are not to let without consent of the mortgagee.

Obviously mortgagees' attitudes differ and some sources of loan prove far more amenable to letting than others. Your main criteria is of course that your rights are protected and if you apply to your mortgagees for consent to letting we shall be pleased to follow up your appliance and reassure your mortgagees that the conditions attached to the letting, if reasonable, will be fulfilled. If your mortgage is redeemed at any time during the period of our management of the property, please ensure we are notified accordingly. It is unwise to let your property without the consent of your Building Society.

PAYMENT OF RENTAL

Rents are paid on a monthly basis, normally by standing order to our bank or by the tenant paying into our office direct, having received a monthly reminder from us, and on receipt are accounted over to you once a month. On your instructions deductions will be made from the monthly payment of rent for such items as repairs, insurances and other outgoings. The balance will then be paid into your bank account or as directed. Our commission and any other monies due to us are also deducted from monthly monies collected. A detailed computerised statement is sent to you once a month and a copy can be sent to any third party, such as your accountant, at your request. The payment of the balance of the rent into your bank account usually takes place approximately seven to ten working days after the date it is paid to us. The statement is sent to you to coincide with the payment into your bank. It is sensible on letting your property to create a float equivalent to two or maybe three months' mortgage repayments in the bank account through which your financial affairs should be paid on a monthly basis.

In normal circumstances we pay monies due to you by the BACS method (Bank Automated Credit Transfer System) so that the money is credited directly to your bank account. This ensures that you receive credits within 7-10 working days from the date the rent is received by us. It is worth noting that most banks charge less for a BACS receipt than they do for a cheque receipt where bank charges are in operation.

RENT GUARANTEE AND LEGAL EXPENSES

We are currently able to offer our Landlord's a policy through FCC Paragon at the discounted price of £90.00 + VAT for six months cover and £135.00 + VAT for 12 months cover.

We would strongly recommend that all prospective Landlords' take advantage of this; at a little over £10.00 per month you will have the peace of mind knowing that your rents are guaranteed.

INSURANCE

Quite clearly both property and contents insurance must be paid up to date at the time when the property is let and adequate provision must be made for continuing payment of premiums. During the period of our management we shall be happy to continue to pay renewal premiums on your behalf, subject to there being adequate funds in your management account with us to meet the premiums in question. We cannot, however, be responsible for the renewal of your insurance. In addition to this the amount of cover offered by the policies must be adequate for the risk involved. It is important that any third party liability as a Landlord is covered and you must ensure you have adequate cover in this respect. A number of insurance companies vary cover when property is to be let and it may mean taking out a new policy to safeguard your liability. Usually the contents cover can continue but theft, other than forcible entry, may be excluded. Under all circumstances the insuring companies, as far as the house and contents are concerned, must be informed well in advance that the property is to be let and also notified of the proposed period of letting.

We are pleased to offer our clients comprehensive household insurance for both buildings and contents during the course of letting. The insurance is designed specifically for Landlords and we have negotiated a reduced rate for any clients purchasing this via ourselves. Please contact our Tilehurst Head Office who will be happy to arrange a quotation for you.

TAXATION OF RENTAL INCOME

Tax on income received from property is currently based on net income. Allowances are made for the rates (if paid by the Landlord), insurances, repairs and management fees along with any other similar expenditure. Under the new self-assessment system with the Inland Revenue, it is the responsibility of the individual to declare all lettings income along with any other UK income on a standard tax return. In order to simplify this exercise, we will produce a yearly 'Consolidated Property Report'. This report is a detailed account of rental income and expenditure that will enable you or your tax advisor to submit your tax return with relative ease and certainly.

Under the Taxes Management Act 1970, the responsibility for payment of tax on income from let property was passed from the Landlord to the person collecting the rent when the Landlord is resident abroad. Quite clearly, the Inland Revenue has little recourse against overseas Landlords, but the agent or person collecting the rent is within their grasp. Overseas Landlords may apply to the Inland Revenue to receive their rental with no tax deducted. In the case of joint ownership, application must be made by each party. For Landlords who require such dispensation, we will be happy to make application on your behalf for the sum of £25 plus VAT per application. It should be noted that dispensation cannot be transferred from one agent/person to another. If there is a change of agent, a fresh application must be made.

For those Landlords living abroad that choose not to apply for dispensation, we are bound by the Inland Revenue's rules to withhold 24% of the net monthly income and account the money direct to the Inland Revenue quarterly.

We do find that one or two of our clients rely on non-communication with the Inland Revenue to try to avoid the payment of tax. Our position under the Taxes Management Act is quite clear. Responsibility for payment of tax where no dispensation has been granted is ours, and we reserve the right to make payment to the Revenue from rents collected that are lawfully due, and also charge for any costs incurred in communicating with the Revenue, or accountants, tax advisors or any person preparing communications, providing copy accounts and invoices and other associated work.

PROPERTY CONTENTS

It is important not to leave the property cluttered, not only will it cause problems in preparing an inventory but many items which are often left by Landlords are not necessary. It is widely held that the better the condition in which the house is left, the better it will be treated by the tenants. We would advise against leaving items of specific intrinsic or sentimental value. For example, pictures, silver, etc. valuable items that are easily removed should also be stored for the period of the tenancy. Crockery, cutlery and cooking equipment should be reasonable but it is not necessary to leave your very best china for the tenants. We advise that no linen is left as this often leads to disputes at the end of your tenancy. Pillows are not recommended, but mattress covers should be fitted for protection.

In light of the Electrical Safety Regulations we now recommend to Landlords they do not leave kettles, toasters, irons, vacuum cleaners, microwaves, television, video recorders or stereos.

Generally the responsibility for repairs and maintenance falls on the Landlord. The tenants' liability is for deliberate damage over and beyond fair wear and tear. We ask for authority to carry out repairs to the value of a specific amount whilst we are managing the property, although to a certain extent we use our discretion. A large number of Landlords ask us to undertake redecoration and sometimes improvements to their properties, possibly to take advantage of certain tax concessions prior to their return. In the Questionnaire you will be given should you choose to use Vanderpump & Wellbelove, you will be asked to authorise an amount of repair or maintenance expenditure for routine work required. This amount will not be exceeded except in emergencies and if any other work is required, estimates will be obtained and submitted to you for your written approval before such work is commenced.

If you have service contracts on any appliances and you would like us to continue to supervise such contracts, full details must be provided before you leave the property. In addition to this if you have any guarantees on any appliances whatsoever, copies of the guarantees must be left with us and not at the property. Due to the high expenditure involved in maintaining central heating systems we would recommend Landlords have British Gas Service Contracts. Vanderpump & Wellbelove will be pleased to organise this on your behalf.

At the commencement of a letting a detailed inventory of the contents will be prepared. Tenants will be checked in on this inventory whereupon the state and condition of the property will be recorded and the tenants will be asked to sign a declaration accepting responsibility for the items. At the termination of the tenancy the tenant will be checked out and the difference in condition will be the liability of the tenant, chargeable through the deposit and subject to fair wear and tear. It is our practice to insist that tenants pay a

deposit. The deposit is equivalent to a maximum of six weeks rent and is held by us as stakeholders during the period of the tenancy.

The deposit will be returned to the tenant subject to unpaid rent, charges for repairs, breakages, cleaning, gardening, etc, which may be necessary in accordance with the terms of the Tenancy Agreement. It has been our experience in the past that where the deposit is inadequate to cover dilapidation's then, although it is possible to pursue liability through the civil courts, recovery is often a costly and unrewarding exercise.

Whilst your tenant has a contractual obligation to leave your property in a clean condition, we are sure you will appreciate personal standards of cleanliness vary between people. It would be impractical and perhaps unfair to impose standard rules for cleanliness levels, and you may therefore feel it would be advisable to have your property professionally cleaned prior to your return once we have recovered possession from your tenants. Such cleaning could include steam cleaning of carpets, dry cleaning of curtains, pillows, duvets, etc, if requested. It may incidentally be possible to offset such costs against possible tax liability due on the cessation of management. We would be pleased to obtain an estimate upon request and if you would like to consider this service please let us know when writing to confirm your return date. If you are letting a property perhaps as an investment or on a long-term basis, it would be advisable to consider having the property professionally cleaned occasionally. We will advise you if we consider this appropriate at any time.

PROPERTY MAINTENANCE AND INSPECTIONS

Should you opt for our fully managed service, should we as the managing agent receive any complaints or have reason to believe that your property requires an inspection we will carry out this service free of charge. We will report back to you in writing should we discover anything to report back to you. Should you be on either our silver or bronze services we are happy to carry out inspections at your request but this will be chargeable at £45 + Vat.

It is true to say Landlords should consider redecorating their properties internally and externally on a three or five yearly basis in order to achieve a high standard of maintenance and maximum rental potential.

Whilst general maintenance and minor repairs are dealt with within our management service, where any repairs or building works of a substantial nature are carried out, including works as a result of an insurance claim, and we are requested to supervise such work, we reserve the right to raise charges for our administration. Normally a fee of 10% of the cost of the work will be charged.

We are sometimes requested to arrange inspections of properties when they are vacant between tenancies or between the expiration of the final tenancy and a Landlord's return. When properties are vacant between tenancies we will of course be inspecting when accompanying prospective tenants and further inspections are not normally necessary except in extreme weather conditions. Upon request regular inspections can be arranged for vacant properties, however, we reserve the right to raise charges for all additional inspections outside our normal management service.

BURGLAR ALARM SYSTEMS

If your property is fitted with a burglar alarm system it is important that we are supplied with full operating details, the name and address of the service contractor and a copy of the relevant contract. If the property is vacant between tenancies we will take every reasonable step to ensure that the system is operated during inspections with prospective tenants but we cannot accept responsibility for any circumstances which may arise from a failure of the system.

POST/PROPERTY CONTENTS

Almost inevitably post will continue to arrive at the house in the Landlord's name. The most sensible way of overcoming this is to have a redirection arrangement with the Post Office.

Safety Inspection Price List

With effect from 1st September 2008

GAS SAFETY INSPECTION (TO INCLUDE BOILER CHECK)	85.00 + vat
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GAS SAFETY INSPECTION & BOILER SERVICE	120.00 + vat
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EXTRA ITEMS TO BE CHARGED AT (per item)	17.00 + vat
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ELECTRICAL SAFETY INSPECTION (portable appliances)	75.00 + vat
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PAT TESTING (Portable appliance testing)

Unlike gas regulations there is no statutory obligation on landlords or agents to have professional checks carried out on the electrical system or appliances. However a Landlord is required by Law to ensure that any equipment they supply as part of a tenancy is safe. Should any electrical fittings or appliances within your rental property cause harm to a tenant you could be held liable. As part of our ongoing commitment to our clients we would highly recommend this service for a fixed price of £75 + Vat per annum.

FULL WIRING & INSTALLATION TESTS

In addition to the above we are able to offer full wiring and installation checks which should be carried out at 5 yearly intervals. Again this there is no legal requirement although as a Landlord you are required by Law to ensure installations are safe.

Studios & 1 bedroom properties	£200 + vat
2 Bedrooms	£225 + vat
3 Bedrooms	£275 + vat
4 Bedrooms	£300 + vat

FIRE SAFETY RISK ASSESSMENT

This will be carried out free of charge with the full wiring & installation test.

A Charge of £25 + vat will be made if requested with a PAT Test

If all three services are carried out the fire safety risk assessment will be free & the cost of the PAT test will be reduced to £55 + Vat.

ENERGY PERFORMANCE CERTIFICATES (EPC'S)

The Energy Performance Certificate (EPC) gives home owners, tenants and buyers the information on the energy efficiency of their property. It gives the building a standard energy and carbon emission efficiency grade.

As of the 1st October 2008, the EPC is required by law when a building is constructed, sold or put up for rent. As a landlord you will need to make the EPC available for prospective tenants to view. Once you have this EPC it is valid for 10 years.

We are happy to offer our services in arranging an EPC for your property. These cost £85 + VAT for studios, one & two bedroom properties & £105 + Vat for 3 bedrooms and larger.

THE GAS SAFETY (INSTALLATION & USE) REGULATIONS 1994

The Gas Safety Regulations now require Landlords to provide each tenant with a copy of the annual safety certificate. This must be done within 28 days of the inspection. All certificates must include details of the appliances tested, any defects found or work carried out as well as the names and addresses of the Landlord (or agent) and contractor. Certificates must be dated, show the registration number of the contractor, confirm that the check complies with the regulations, and show the address of the property and the name and signature of the individual who carried out the inspection. In addition to the new obligations, Landlords will have to ensure all gas appliances are inspected annually by a CORGI registered gas engineer. The gas installation and flues for all appliances must be checked for suitability and functionality.

With the exception of our Bronze Service we will, for you and your tenants' sake, implement a procedure of annual inspection. If we fail to implement such procedures, part of your criminal liability may pass to us, and we are not prepared to be responsible for matters outside our control we will not accept this matter being dealt with elsewhere. If you wish to nominate a specific CORGI Registered Contractor we shall be pleased to consider such nomination.

FIRE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988

From the 1st January 1997 the following provisions will apply to: -

- ❑ Beds, headboards of beds and mattresses
 - ❑ Sofa-beds, futons and other convertibles
 - ❑ Nursery furniture
 - ❑ Garden furniture which is suitable for use in a dwelling
 - ❑ Scatter cushions, seat pads & pillows
 - ❑ Loose and stretch covers for furniture
 - ❑ Any other furniture containing combustible foam or other such toxic materials.
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The penalties on the Landlord for non-compliance are severe. The matter is dealt with as a criminal offence and the maximum penalty is six months imprisonment or a fine of £5000 or both! In the case of all new lettings such furniture must carry the appropriate fire safety labels. Permanent labels should **not** be cut off and display labels at the point of sale **must** be kept on purchase and retained as a matter of record.

If you would like us to prepare a fire and furnishings report, we will be happy to do so at a cost of £45 + Vat for 1 & 2 bed properties & £70 + Vat for three bedrooms and above.

Name.....

Rental Property Address.....

From 6th April 2007 all new tenants deposits, including tenancies renewed on a new Assured Shorthold tenancy, must be protected in a government-authorised scheme. Vanderpump are registered with Tenancy Deposit Solutions Ltd an insurance backed scheme. In order for us to register our landlords with the scheme we need your written authorisation together with confirmation that individual landlords meet the deposit schemes acceptance criteria and attached is the necessary authorisation slip. On receipt of the completed slip we will be able to ensure you are registered and any deposits taken on your behalf are protected according to the new legislation and meet the statutory obligations.

Under the scheme the deposit return has to be agreed by the tenant and landlord (or landlords agent) before the deposit is returned to the tenant. In the event of a dispute both the landlord and tenant can use the adjudication service provided by the scheme (should they agree to use this service they also have to agree that the decision is binding) or the courts however any disputed amount has to be paid to the scheme within ten days and held by them until the dispute is resolved.

The cost of registering each deposit with the scheme will be £33.00 + VAT and the amount will be charged to your landlords statement as and when incurred for each deposit protection.

Should you require any further information please do not hesitate to contact or visit the Tenancy Deposit Solutions Ltd website on www.mydeposits.co.uk

To ensure you are protected under the scheme, please ensure you sign and complete the attached form and return to us as soon as possible. Unless we have this in place we will be unable to protect the deposit on your behalf.

REGISTRATION FORM FOR LANDLORD CLIENTS TENANCY DEPOSIT SCHEME
Landlord Acceptance Criteria:-

The Landlord:

- Is a landlord client of the registered member and has a formal signed agreement for services provided by the member
- Owns residential property in England and Wales which they let on written AST's
- Is a UK resident
- Can provide a correspondence address (other than a box number) in the United Kingdom of Great Britain and Northern Ireland (excluding the Isle of Man)
- Can provide a telephone contact number
- Has no convictions for money laundering or any other financial crime
- Is not disqualified from membership of any other tenancy deposit protection scheme as defined in the Act
- Has not been refused by any local authority in England and Wales a licence required under any part of the Act
- If a company, partnership or trading entity, is registered, where required by law, with Companies House of the United Kingdom of Great Britain and Northern Ireland (excluding the Isle of Man)
- If a company, partnership or trading entity, its directors, partners and /or owners have no past or pending convictions for money laundering or any other financial crime.

1) Landlords agree that they meet the acceptance criteria.

2) **Landlords agree Vanderpump & Wellbelove have full authority to deal with deposit matters on their behalf and understand that the deposit scheme will only deal with Vanderpumps in matters concerning the administration of the deposit. However the scheme will pursue the landlord direct for deposit monies including disputed amounts should Vanderpump fail to return or lodge the disputed amounts as required under the scheme.**

Landlords signature:-.....

Landlords name:-.....
