

**MANAGEMENT ACCEPTANCE FORM**

I/We hereby appoint Lines & James Limited as my/our Agent to undertake all subsequent management of the property identified below for the duration of the tenancy. I/we confirm I/we have read and understood the Terms of Business and Conditions of Agency to receive rents and to account to my/our bank after deductions of outgoings and management expenses and will make the said property available for letting during the entire term of this agreement.

**Property Address** .....

..... **Postcode**.....

**Telephone No.** .....

In the event of maintenance repairs up to £200 plus VAT or expenditure in excess of this sum required to prevent further costs or protect my/our investment with the inability to contact me/us in time, I/we authorise Lines & James to proceed with the expenditure without prior reference to me/us.

I/We acknowledge that Lines & James shall deduct from rental monies due to us, all property related bills and fees as agreed, during the period they become due.

**DECLARATION**

I/We agreed to be bound this contract and certify that I/we fully understand the content and have received a copy thereof. Please proceed with;

- (1) Full Management @ 15%**
- (2) Rent Collection @ 12.5%**
- (3) Finders Service @ 10% for the first year of a tenancy and thereafter 5% per annum**
- (4) I confirm I require you to prepare an Inventory. YES / NO**

**My property is unfurnished/furnished (*delete as applicable*) No. of bedrooms .....**

**Cost for Inventory make to be deducted from the first months rent please see Additional Costs as set out in the Terms of Business.**

Signed .....

Date .....

## OWNERS INFORMATION

**Please complete this form and return it together with the Management Acceptance Form to Lines & James Limited.**

Full Name(s) of Owner(s) :
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Address of property to be let:  Telephone No.	Landlords Address:  Telephone No. Fax No. E-Mail Mobile
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Name and address of Solicitor:	
Telephone No.	Do they have Power of Attorney? <b>Yes / No</b>

Name and address of Mortgage Company:	
Telephone No.	Mortgage Account/Roll No.
Have you obtained consent to let from the mortgage lender <b>Yes/No</b>	
If Yes, please provide a copy of the consent.	
If No, please explain why	

Name and address of Accountant:
Telephone No.

Name and address of Bank:	
Telephone No.	Account Name:
Account No.	Sort Code

Name and address of relative or other person to contact in case of emergency:	
Telephone No.	Do they hold a key? <b>Yes / No</b>



**GENERAL EQUIPMENT – MAINTENANCE**

Please detail below any maintenance contracts/guarantees on the following appliances.

WASHING MACHINE	
TUMBLE DRYER	
COOKER	
HOB	
MICROWAVE	
FRIDGE	
FREEZER	
FRIDGE/FREEZER	
DISHWASHER	
CENTRAL HEATING	
POOL CONTRACTORS	
ANY OTHER	

**GAS SAFETY REQUIREMENTS:** Any Property that has a connection for the supply of Gas either mains to a meter or from a cylinder even though there may be no appliances, is required under law to have a valid annual Gas Safety Certificate provided by a CORGI Registered Gas Engineer in place during the term of a tenancy.

**PLEASE CONFIRM:**

**GAS**

The property has a supply of gas	<b>YES / NO</b>	Delete as necessary
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If the answer above is YES:

I enclose a current Gas Safety Certificate	<b>YES / NO</b>	
I will arrange my own Gas Safety Certificate	<b>YES / NO</b>	
I require Lines and James to arrange a Gas Safety Certificate	<b>YES / NO</b>	

**ELECTRICS**

I enclose a current Electrical Certificate.	<b>YES/NO</b>	
I will arrange for the electric wiring and electrical appliances to be checked by a qualified electrician.	<b>YES/NO</b>	
I confirm the electric wiring and electrical appliances are safe to use.	<b>YES/NO</b>	

Additional Information: