



**ZONE LETTING LTD INSTRUCTION TO LET**

**Landlord Details**

**Name / Company:** .....

**The forwarding address will be:** .....

.....

.....

**Telephone number: Home** ..... **Mobile** .....

**Work** ..... **fax** .....

**Email Address** .....

**I/We wish all sums due to me/us to be paid in favour of:**

**Account Name** .....

**Account Number** .....

**Sort Code** .....

**Bank** .....

**Address** .....

**Property Details**

**Property Address :** .....

.....

**Postcode:**.....**(FLAT REF/ PLOT)**..... **Parking Space:** .....

**Alarm Code and location:** .....

**Tel Number:** .....

**Council Tax Band:** .....

**Factor:** ..... **Contact number:** .....

**Number of sets of keys supplied:** ..... **Fobs:** .....

**Number of Bedrooms:** Double: ..... Single: .....

**The property is to be let:** Furnished / Unfurnished

**Zone Letting TO LET Board erected at the property?** Yes / No (£15)

Landlord signature: .....

**The property will be available from .....**

Zone Letting will continue to let my/our property until otherwise instructed and I/we further understand that Zone Letting (on my/our behalf) shall be obliged to issue appropriate notice to the tenant(s) prior to obtaining vacant possession of my/our property.

Zone Letting will continue to manage the property for the duration of the tenancy agreement.

**Current Tenancy Status:**

**Is the property currently tenanted? Yes / No**

**Have the current tenants been informed Zone Letting will be conducting viewings?**  
Yes /No

**Contact details:** .....  
.....

**Important Information:**

(Delete as appropriate and provide full details if applicable. In respect of warranties, it is essential that Zone Letting are provided, on this form, with all the relevant information including expiry dates & contact telephone numbers and separately proof of purchase where appropriate. Failure to provide such full and correct information will result in the attendance of Zone Letting preferred contractors where necessary)

**Utilities:**

Gas Supplier: .....

Electricity Supplier: .....

**Does the property have a homecare agreement? Yes / No**

**Account Number:** .....

**Is the property under warranty? Yes / No (until date: .....)**

**Does the property contain appliances which are under warranty? Yes / No**

.....  
.....

**Preferred Contractors:**

Should you wish your own preferred contractors please provide below the names and addresses and telephone numbers and any reference /account numbers. Also please state clearly the trades that they pertain.

.....  
.....  
.....  
.....

**Buildings Insurance:**

I/we confirm that the building and contents are covered by comprehensive insurance. The name, address and telephone number of the insurers and policy numbers are:

Buildings insurance: .....

Landlord signature: .....

.....  
 .....  
 Policy number: .....  
 Contents insurance: .....  
 .....  
 .....  
 Policy number: .....

**I/We agree to the following:**  
 The rent shall be £\_\_\_\_\_ Per calendar month and I/we would like Zone Letting to obtain a deposit from the tenants which shall be returned to the tenant(s) at the end of the tenancy after deduction of any sums due by the tenant(s)

I/We understand that an inventory of contents will be prepared and checked at the commencement and termination of the tenancy and the I/we shall accept the decision of Zone Letting as to the details and assessment of damage (if any) which may be claimed from the tenant(s). I/we confirm that to the best of my/our knowledge, all furnishings comply with the Fire & Furnishing Regulations (1988)

I/we understand that all gas appliances must be checked once a year and that a Landlords gas Safety Certificate must be produced. Zone Letting will automatically arrange this unless otherwise stated at a cost of £90+ vat.

I/we understand our obligations with regards to Houses of Multiple Occupation and to the best of our knowledge the property complies with current legislation.

I/we understand our obligations with regards to the landlord registration act 2004 and to the best of our knowledge the property complies with current legislation.

I/we understand that our property must have a valid Energy Performance Certificate in accordance with current legislation. A copy of this must be provided to Zone Letting Ltd or displayed in the property. Zone Letting can arrange this at a cost of £75+vat.

I/we understand our obligations with regards to Electrical Equipment (safety) regulations 1994. Section 39 of the act states that a person take all reasonable steps and exercised all due diligence. Zone Letting can arrange this on your behalf at a cost of £75+vat

I/we understand that Zone Letting require 3 full sets of keys and authorise them to have additional keys cut should they not be issued at instruction.

Should the landlord require the property back at “any” stage Zone Letting will negotiate with the tenant a move out date to suit both parties. Should the tenant wish to remain in the property till the end of their contract the landlord and Zone Letting must adhere to the original signed contract.

Should any rent arrears or breaches of contract occur, we will inform you as soon as possible. Thereafter you become responsible for instructing your own solicitor as necessary and for all fees and charges involved. We cannot take any legal action as the tenancy agreement is between you and your tenant(s), nor can we accept liability for breaches of covenant

I/we understand that if you instruct zone letting to sell your property the agreed fee is 1% of the achieved purchase price.

Landlord signature: .....

Should the landlord fall into mortgage arrears and the property be cited for repossession, Zone Letting will pay the landlord in arrears. In addition the last month's rent will be taken as the administration fee.

In the event of the requirement of maintenance repairs, I/we authorise Zone Letting to proceed on our behalf up to the sum of £....., Thereafter Zone Letting shall contact me /us for instructions. I/we understand that Zone Letting shall employ the services of their preferred contractors providing that I/we have not indicated my/our own preferred contractors.

**FULL MANAGEMENT:** I/we confirm that I/we have noted and agreed fees at 10% +vat as per Zone Letting Ltd Management Information. There is a £150 set up fee to be charged on this account covering the initial one-off set-up administration.

**Let Only:** /we confirm that I/we have noted and agreed fees at 75% +vat of the first months rental; all future rents are paid by the tenant directly to the landlord with £0 deduction.

**DECLARATION**

I/we hereby instruct the firm of Zone Letting Ltd (hereafter referred to as Zone Letting) to act as my Agent in the letting of my/our above property of which I am/we are sole/joint owner(s) on the following terms and conditions:

**Signed**...../.....

**Date**.....

**Signed on behalf of Zone Letting**.....

Landlord signature: .....

**Useful Contacts / Information:**

Edinburgh City Council: 01314695000

Scottish Power: 08452700700

Tax:

For information regarding tax please contact John Cursiter at Helen Lowe & Co on 01316684111

How did you hear about Zone Letting? .....



Landlord signature: .....