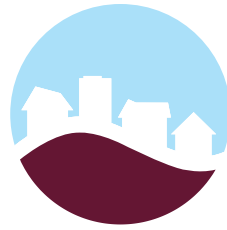


Frinton Office
88 Connaught Avenue
Frinton-on-Sea
Essex CO13 9PT
Tel: (01255) 677688

Harwich Office
147 High Street
Harwich
Essex CO12 3AX
Tel: (01255) 506655



PRIORITY
ESTATES

Instruction To Let

This form requests information about you and your property in order for us to perform our Letting and Management Service efficiently.

Landlord's Name(s):

Property Address:

..... Postcode:

LANDLORD'S DETAILS

Landlord's Address:

..... Postcode:

Tel (home): Tel (work):

Mobile: Email:

Time difference if abroad:

FINANCIAL DETAILS

Account Name(s):

Sort Code: Account No:

Bank Name and Address:

..... Postcode:

Would you like your rental statements emailed to you? Yes No

E-mail address:

If you are resident overseas do you have Inland Revenue approval to receive rent without the deduction of tax? Yes No

Exemption Approval No.: (If yes, please supply a copy of approval)

Name of Tax Office: Date of Leaving UK:

ACCOUNTANT

Are statements to be copied to your accountant? Yes No

Company Name: Contact:

Address:

..... Postcode:

Tel: Email:

MORTGAGE LENDER

Is the property mortgaged Yes No

Lenders Name:

Has permission to let been granted? Yes No (If yes, please supply a copy of permission)

LEASEHOLD PROPERTY/BLOCK MANAGEMENT**Please provide details of the person or company who manages the block**

Name: Contact:

Address:

..... Postcode:

Tel: Email:

Has permission to sublet been granted? Yes No (If yes, please supply a copy of permission)Tenant is entitled to a copy of Head Lease, copy attached? Yes NoHas the Head Lease any restrictions? Yes No (If yes, please provide details on a separate sheet)**GAS SAFETY**Is your property connected to gas? Yes NoDo you already hold a gas safety certificate? Yes No Date of Expiry:
(If yes, please attach a copy of the certificate)Priory Estates to arrange a gas safety inspection? Yes No**ELECTRICAL SAFETY**Has an electrical safety inspection been carried out? Yes No Date of Expiry:
(If yes, please attach a copy of the certificate)Has a Portable Appliance Test been carried out? Yes NoPriory Estates to arrange an electrical safety inspection? Yes No (If yes, please attach a copy of the certificate)**ENERGY PERFORMANCE CERTIFICATE**Is there a current EPC on the property? Yes No Date of assessment:

Current rating:

Priory Estates to arrange an Energy Performance Certificate? Yes No**FURNITURE AND FURNISHINGS**Is the property to be let furnished or unfurnished Does your furniture comply with the Furniture & Furnishings (Fire Safety) Regulations 1998? Yes No**INSTRUCTION TO LET A PROPERTY**Are Priory Estates the only agent instructed? Yes NoMay we use one of our "To Let" boards? Yes No

Property Available from: / /

Asking Rental £

Please confirm any restrictions e.g. pets:

If you wish to limit children, what ages are acceptable?.....

Full Management: Yes No Arrangement Fee £ or Tenant Only Fee £Priory Estates to arrange an Inventory? Yes No**CONFIRMATION**

This form confirms acceptance of Priory Estates Terms of Business.

Landlord signature: Landlord signature:

Date: / /

Date: / /

Property information

This section of the questionnaire requests important additional information about your property and equipment needed in order for us to perform our Management Service efficiently.

UTILITIES/SUPPLIERS

Water Supplier Account No.:

Internal Stopcock location:

Is the water metered? Yes No

Meter location:

Septic Tank Contractor: Tel:

Date last emptied: Frequency of emptying:

Gas Supplier: Account No.:

Meter location:

Oil Supplier: Account No.:

Tank location:

Date last filled: Frequency of filling:

Electric Supplier: Account No.:

Meter location:

Fuse box location:

Rubbish Collection day:

Collection point:

ALARM/SECURITY SYSTEM

Does the property have a security system? Yes No (If yes, please give details)

Alarm Panel Location: Code No:

BOUNDARIES

Are you responsible for boundaries around your property? Yes No (If yes, please provide details on a separate sheet)

MAINTENANCE

Is maintenance to be arranged through your own contractor Yes No (If yes, please provide details)

Name:

Address:

.....

..... Postcode:

Tel: Mob:

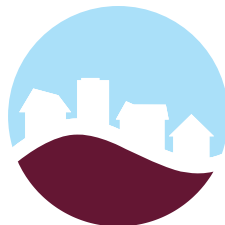
Email:

Would you like Priory Estates to provide Empty Property Care when your property is vacant? Yes No

Authorised maintenance spend up to the value of £..... per month.

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PRIORITY
ESTATES

SCALE OF CHARGES

DESCRIPTION	TENANT ONLY SERVICE	FULL MANAGEMENT SERVICE
Arrangement Fee	One Month's Rent + VAT (excluding cost of inventory)	£300.00 + VAT (excluding cost of inventory)
Monthly Management Fee	Not Applicable	10% of the rent collected each month + VAT
Inventories		
Studio/1 Bed*	£70.00 + VAT	£70.00 + VAT
2 Bed*	£95.00 + VAT	£95.00 + VAT
3 Bed*	£120.00 + VAT	£120.00 + VAT
4 Bed*	£150.00 + VAT	£150.00 + VAT
5 Bed*	£180.00 + VAT	£180.00 + VAT
Additional Rooms*	£15.00 + VAT per room	£15.00 + VAT per room
Periodic Inspections		
Quarterly Inspections	£25.00 + VAT	Free of Charge
Renewals		
Tenancy Renewal Fee	£95.00 + VAT	£90.00 + VAT
Periodic Tenancy Renewal Fee	£40.00 + VAT	£40.00 + VAT
Post Letting Service		
Tenant Check Out	£35.00 + VAT	Free of Charge
Other Charges		
Duplicate Statements	Not Applicable	Free of Charge
End of Year Statements	Not Applicable	Free of Charge
Void Property Care Service	£20.00 + VAT per month	£20.00 + VAT per month
Professional Hourly Rate	£60.00 + VAT	£60.00 + VAT
Arrangement & report on major works (over £400)	Not Applicable	7.5% + VAT of the cost of works
Commission on sale of property negotiated by us	0.75% + VAT of the sale price	0.75% + VAT of the sale price

Inventories

*Priority Estates reserve the right to charge for additional rooms – price to be confirmed prior to an Inventory being carried out. Number of bedrooms classed as per marketing.

Cancellation

In the unlikely event you wish to cancel our management during a tenancy (including extensions), a fee of 10% + VAT will continue to be payable until the fixed term agreement has expired. Should you choose to take over the Management of the property yourself at the end of the tenancy, a cancellation charge of £200 + VAT will be payable to Priority Estates.