

FULL MANAGEMENT OPTION AGREEMENT

LANDLORD(S) FULL NAME:	
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HOME ADDRESS:	
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TEL (LAND LINE):	
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TEL (MOBILE):	
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TEL (WORK):	
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PREFERRED EMERGENCY CONTACT NUMBER:	
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EMAIL ADDRESS:	
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FULL MANAGEMENT OPTION AGREEMENT

I WOULD LIKE INSTRUCT KEYSTONE PROPERTY MANAGEMENT TO MANAGE THE FOLLOWING PROPERTIES. PLEASE PROVIDE THE FULL POSTAL ADDRESS:

1.	
2.	
3.	
4.	
5.	
6.	

HEAD TERMS OF THE FULL MANAGEMENT OPTION

- ▶ VATTEND PROPERTY, VALUE RENTAL LEVEL, PHOTOGRAPHS, PROCESS KEYS, CREATE ADVERT
- ▶ ADVERTISE THE PROPERTY ON RIGHTMOVE, IN OUR SHOP WINDOW AND SOCIAL MEDIA (FACEBOOK)
- ▶ ERECT A 'TO LET' BOARD OUTSIDE THE PROPERTY
- ▶ VIEWINGS - WE WILL ORGANISE AND ATTEND ALL VIEWINGS, DURING OUR OFFICE HOURS OF 9 - 5, MONDAY - FRIDAY. EVENING AND WEEKEND VIEWINGS ARE AVAILABLE IN CERTAIN CIRCUMSTANCES.
- ▶ TENANT APPLICATION/VETTING - WE PROCESS AND CHECK THROUGH SUPPORTIVE/BANK INFORMATION ASKED FOR AS PART OF THE TENANTS APPLICATION FORM.
- ▶ TENANCY - ONCE A TENANT'S APPLICATION HAS BEEN PROCESSED WE OBTAIN THE LANDLORDS APPROVAL TO PROCEED WITH THAT TENANT. WE SIGN THEM UP ON A SIX MONTH ASSURED SHORTHOLD TENANCY (UNLESS AN ALTERNATIVE IS REQUESTED BY THE LANDLORD).
- ▶ COMPLIANCE - WE ENSURE ALL COMPLIANT DOCUMENTS ARE SIGNED BY THE TENANT (EG TDS, MORE INFORMATION VISIT WEBSITE : COMPLIANCE SECTION UNDER LANDLORD & TENANT)
- ▶ PROCESS STARTING RENTAL PAYMENT
- ▶ REGISTER DEPOSIT WITH TENANCY DEPOSIT SCHEME (TDS)
- ▶ MONITOR WEEKLY/MONTHLY RENT PAYMENTS
- ▶ TENANT SERVICES: REPAIR, WELFARE AND GENERAL SUPPORT.
- ▶ INSPECTIONS: AFTER 6 WEEKS, THEN AFTER 6 MONTHS AND 6 MONTH THEREAFTER FOR THE DURATION OF THE TENANCY.
- ▶ VACATION - MANAGE THE PROCESS, INSPECT THE CONDITION OF THE PROPERTY AND AGREE RELEASE OF DEPOSIT
- ▶ **NOTE:** TENANT DEPOSIT PROTECTION IS INCLUDED IN FULL MANAGEMENT OPTION.

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FEE	
TENANCY SET UP/MARKETING FEE (PER TENANCY):	TO BE AGREED
FULL MANAGEMENT OPTION COMMISSION:	TO BE AGREED

ADDITIONAL MANAGEMENT REQUIREMENTS

KEYSTONE PROPERTY MANAGEMENT ALSO PROVIDES THE FOLLOWING SERVICES AT AN ADDITIONAL FEE (PLEASE SEE CURRENT FEE STRUCTURE) PLEASE TICK A BOX(S) SHOULD YOU REQUIRE. I INSTRUCT KEYSTONE TO:

<input type="checkbox"/>	ORGANISE AND MANAGE MY ANNUAL GAS SAFETY CERTIFICATE(S) (LEGALLY REQUIRED)
<input type="checkbox"/>	ORGANISE AND MANAGE AN ENERGY PERFORMANCE CERTIFICATE(S) (LEGALLY REQUIRED)
<input type="checkbox"/>	ORGANISE AND MANAGE SMOKE ALARM/DETECTORS(S) (LEGALLY REQUIRED)
<input type="checkbox"/>	ORGANISE AND MANAGE ELECTRICAL INSPECTION REPORTS (S) (LEGALLY REQUIRED)
<input type="checkbox"/>	ORGANISE AND MANAGE PROPERTY INSURANCE

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REPAIRS AND MAINTENANCE

KEYSTONE PROPERTY MANAGEMENT OFFERS A FULL REPAIR AND MAINTENANCE SERVICE, WITH DEDICATED CONTRACTORS (PRICE ON APPLICATION). PLEASE TICK ONE BOX BELOW THAT BEST SUITS HOW YOU WOULD LIKE REPAIRS AND MAINTENANCE DEALT WITH FOR YOUR PROPERTIES:

<input type="checkbox"/>	<p>ALL REPAIRS, UP TO THE VALUE OF £1500.00, WILL BE ORGANISED AND COMPLETED AS SOON AS THEY ARE REPORTED AND THE LANDLORD WILL BE INFORMED ONCE THE REPAIRS ARE COMPLETE. ANY REPAIRS ABOVE THIS VALUE WILL BE QUOTED FOR AND PERMISSION WILL BE REQUESTED BEFORE THE WORK IS COMPLETED.</p>
<input type="checkbox"/>	<p>ALL REPAIRS, UP TO THE VALUE OF £300.00, WILL BE ORGANISED AND COMPLETED AS SOON AS THEY ARE REPORTED AND THE LANDLORD WILL BE INFORMED ONCE THE REPAIRS ARE COMPLETE. ANY REPAIRS ABOVE THIS VALUE WILL BE QUOTED FOR AND PERMISSION WILL BE REQUESTED BEFORE THE WORK IS COMPLETED.</p>
<input type="checkbox"/>	<p>EMERGENCY ONLY, UP TO THE VALUE OF £300.00, KEYSTONE IS AUTHORISED TO ATTEND AND REPAIR ANY EMERGENCY OUT OF HOURS REPAIRS. ALL NONE EMERGENCY REPAIRS ARE TO BE REPORTED TO THE LANDLORD IN EMAIL OR WRITING. QUOTES AND REPAIRS CAN ONLY BE CARRIED OUT IF PERMISSION IS GIVEN FOLLOWING THE REPORT.</p>
<input type="checkbox"/>	<p>NO REPAIRS, I DO NOT WANT KEYSTONE TO COMPLETE ANY REPAIRS ON MY PROPERTY(S), KEYSTONE WILL REPORT ANY DISREPAIR AND I WILL ORGANISE THE REPAIRS MYSELF. IN THE EVENT OF AN EMERGENCY OR OUT OF HOURS EMERGENCY KEYSTONE IS TO CONTACT ME AS SOON AS POSSIBLE OR ADVISE THE TENANT TO CONTACT ME DIRECTLY.</p>
<input type="checkbox"/>	<p>OTHER. PLEASE SPECIFY IN THE BOX BELOW.</p>

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IF YOU HAVE ANY OTHER REQUIREMENT OR WOULD LIKE TO MAKE ANY COMMENT(S) ABOUT YOUR PROPERTY(S) SUCH AS ALARM SYSTEM NUMBER, ETC. THEN PLEASE DETAIL IN THE BOX BELOW.

I CONFIRM THAT I AM THE OWNER OF THE PROPERTIES LISTED ABOVE. I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT. I UNDERSTAND THAT I MUST ENSURE THAT THE PROPERTIES ARE INSURED, THE MORTGAGE IS UP TO DATE AND THAT THE PROPERTY HAS WORKING SMOKE ALARMS, A VALID GAS SAFETY AND A VALID EPC CERTIFICATE.

(PLEASE NOTE: IF YOU ARE CARRYING OUT THESE SAFETY CHECKS YOURSELF YOU MUST PROVIDE KEYSTONE PROPERTY MANAGEMENT WITH A COPY. IN THE CASE OF GAS SAFETIES THIS MUST BE PROVIDED ANNUALLY BEFORE THE CURRENT GAS CERTIFICATE EXPIRES)

THIS AGREEMENT CAN BE TERMINATED BY EITHER PARTY GIVING TO THE OTHER ONE MONTHS' WRITTEN NOTICE.

LANDLORD SIGNATURE ABOVE

LANDLORD PRINT ABOVE

DATE

MANAGING AGENT SIGNATURE ABOVE

MANAGING AGENT PRINT ABOVE

DATE