

CONFIRMATION OF MARKETING

YOUR AGREEMENT WITH US WE CAN HELP IN MANY WAYS



BRITISH
PROPERTY
AWARDS

2024 - 2025



GOLD WINNER

LETTING AGENT
IN ENFIELD



Branch	Lister	Date
Property Address (For additional properties please complete Additional Property Schedule)		
Address		Postcode
Landlord Details Please confirm the details of all Legal Owners (for additional Landlords please complete and attach Additional Landlord Schedule)		

Landlord 1

Landlord 2

Title	Name	Title	Name
Address		Address	
	Postcode		Postcode
Phone Number		Phone Number	
Email		Email	
Account Name		Account Name	
Account Number		Account Number	
Sort Code		Sort Code	

Identification and AML Regulation Checks

From the 14th May 2025 Letting Agents are required to carry out additional steps to ensure that the all landlords pass the Anti Money Laundry criteria. Please confirm that we have received the below prior to marketing.

Proof of Ownership provided? Yes ☐ No ☐	Overseas Residents? Yes ☐ No ☐
Proof of Residents address and identification provided? Yes ☐ No ☐	If Yes, please inform HMRC of the reference NRL NA000325 and send through your confirmation. Failure of this would mean delays in payment and in some cases tax deductions made.
Consent to review the UK Sanctions list? Yes ☐ No ☐	

Property Information

 Please provide details of the property you are letting

What keys will you be giving us?		
Alarm: Does the property have an alarm? Yes ☐ No ☐ If Yes, please give details		
Stopcock location		Parking arrangements
Gas: Yes ☐ No ☐ Meter Location		Key Meter
Electrics: Key meter Yes ☐ No ☐ Meter Location		Key Meter
Current EPC Rating	Year of Expiry	Council Tax Banding
Smoke Alarms: Are there smoke alarms fitted on every floor of the property? Yes ☐ No ☐		
Carbon Monoxide Alarms: Is there a carbon monoxide alarm that has been tested? Yes ☐ No ☐		
Other sources of heating:		
Fire Door Compliant? Yes ☐ No ☐ NA ☐		If Yes, date of most recent certificate
Consent to rent with pets? Yes ☐ No ☐ NA ☐		If No, please confirm reason
Warranties: Company, account number and contact number		
Third party home cover: Company, account number and contact number		
Management Company		Contact Details
Selective licence required? Yes ☐ Expiry date		No ☐
Property Fit for Purpose Please confirm the property will be ready for occupation on the agreed move-in date. It must be clean, with heating, hot water, and all appliances in full working order.		
Yes ☐ No ☐ If No, the date the property will be ready to market and move in _____		
Our priority is to protect your asset and ensure the tenancy starts smoothly. If required, we can carry out a pre-move-in inspection for £90 incl. VAT, with a report and quotations for any necessary works.		

Confirmation of Fees

You should read the Terms of Business. Unless otherwise stated, all fees and charges payable by you are deducted from the monthly rent. Please tick the options relevant to the service you require.

Service and agreed cost

What is this fee for?

☐ PROPERTY MANAGEMENT SERVICE 12% incl. VAT To be paid and collected from rent received	- Acting as main contact for you and your tenant - Taking care of all utility switching including council and water services - Arranging Safety Certificates throughout the tenancy - Dealing with maintenance and arranging repairs with autonomy upto £300 pounds - All features of rent collection service including quarterly statements - Two complimentary property visits conducted in house by Ian Gibbs - Serving notice to regain possession of the property - Negotiating deductions from security deposit - A local and established contractor panel with no added agency margins to ensure your property is looked after professionally
☐ RENT COLLECTION SERVICE 11% incl. VAT To be paid and collected from rent received	- Rent collection provided - Regular arrears checks and chasing of late payments - Assisting with any legal claim to recover rent and legal costs - We can arrange for service charges and ground rent expenses to be deducted from rent with your authorization - All rents are administrated from 3-5 working days of receipt - Statements and Invoices to be provided monthly
☐ LET ONLY SERVICE 10% incl. VAT of the annual rent To be paid and collected from rent received with an invoice provided	- Collecting marketing details, photographs and to arrange the EPC prior to marketing - Marketing your property across online portals and our applicant database - Conducting accompanied viewings with potential applicants - Negotiating offers to achieve you the best possible result - Ensuring all compliance matters are in order prior to the move in - Arranging for an inventory to take place prior to the move in day
☒ TENANCY SET UP £360 incl. VAT <i>This is a mandatory fixed fee to be paid in advance non refundable</i>	- Referencing potential tenants including credit file check, employment reference, previous landlords reference, bank verification check and ID check - Conducting a Right to Rent check on each potential tenant - Identifying and obtaining the necessary safety documentation (ie Gas Safety Certificates) - Producing the tenancy agreement and any Deed of Guarantee required - Serving the documentation required by the Renters Right Act 2025 to the incoming tenants - Arranging the appropriate deposit documentation to be signed and taking payment of move-in monies - This fee would apply every time a new tenant is required to be found
☐ TDS REGISTRATION FEE £60 incl. VAT	
☒ ANNUAL PROPERTY AND TENANCY REVIEW £180 incl. VAT charged per annum <i>This is a mandatory fixed fee</i>	- An annual review tailored to your property needs - To review compliance certificates, most recent inspections and current legislation topics - Discussing market conditions and providing you with an upto valuation report upon request - To serve the relevant Section 13 to increase the rent with 2 months notice - To cover the TDS deposit administration cost

Additional Property Visits

We can arrange additional property inspections over the course of your tenancy, or during vacant periods. If you require additional property visits, please indicate the frequency that you require. The charge for this would be £60 incl. VAT.

Property Preparation Please see the below the responsibilities a landlord must action prior to a move date.

We can arrange for these works but would required payment in advance.

Energy Performance Certificate	£100 incl. VAT	☐	Professional Cleaning	POA incl. VAT	☐
Gas Safety Certificate	£100 incl. VAT	☐	PAT Certificate	POA incl. VAT	☐
Legionella Risk Assessment	POA incl. VAT	☐	Electrical Safety Certificate	POA incl. VAT	☐
Smoke Alarm Installation	£60 incl. VAT	☐	Professional Marketing	POA incl. VAT	☐
Carbon Monoxide Alarm Installation	£60 incl. VAT	☐	Fire Door Inspection	£180 incl. VAT	☐
Inventory	POA incl. VAT	☐	Prelet Inspection	£90 incl. VAT	☐
Selective Licence Applications	£240 incl. VAT	☐	Notice for Possession via a known solicitor	£360 incl. VAT	☐

Property Protection We know your property is an investment - select the products you would like for your property

Rent and Legal Protection For full management and rent collection services only.

We confirm that I/we would like to purchase Rent and Legal protection at the cost quoted including IPT by HomeLet. I/We understand that the annual cost for the policy will be deducted from the second months rent and paid on the annual anniversary. Ian Gibbs would charge an administration fee £36 incl. VAT to ensure the policy remains in place. **If you wish to opt out of the policy please tick the box below.**

The policy can be cancelled within 14 days of tenancy start date.

☐ *Please note that applications may not be acceptable during mid tenancy if there have been historic arrears.

Marketing your Property Please complete the below to confirm how you would like your property to be marketed

Sole Agency

I/we agree to instruct Ian Gibbs on a sole agency basis for 4 weeks.

I understand that I/we cannot instruct another agent during the period without incurring a charge.

Yes ☐ No ☐

Immediate Start

I/we agree to instruct Ian Gibbs to begin marketing the property immediately and commission an EPC (if required) before our statutory right to cancel expires. I/we understand that we may incur charges and that these costs may be charged should I/we cancel the contract.

Yes ☐ No ☐

Professional Marketing

The above service, includes a minimum of 8 professional photographs, will include a floor plan, all properties are advertised on all market leading portals and our own website. You are consenting for Ian Gibbs to use the material to market the property on their website and other third-party websites to promote your property.

Yes ☐ No ☐

Consumer Protection Regulations

I/we are not aware of any information concerning the property that would impact the decision of the average consumer in viewing the property. Should I/we become aware of any such information, I/we will advise Ian Gibbs immediately as we are aware that failure to do so is a breach of the Consumer Protection Regulations.

Yes ☐ No ☐

Consent to Let

The Client warrants that all necessary consents and approvals have been obtained from any relevant party, including (but not limited to) any mortgage lender, freeholder, head lessee, local authority, or management company, in respect of the letting, management, or potential sale of the property. The Client further confirms that, prior to issuing any instruction which may impact an existing tenancy or management arrangement, they have made reasonable efforts to market and sell the property for an appropriate period.

The Client accepts full responsibility for compliance with all such obligations, and **Ian Gibbs shall have no liability whatsoever for any breach arising from a failure to obtain the required consents or approvals.**

Terms of Business

By signing below you confirm that you are the sole owner(s) of the property or are entitled to lawfully let the property and are signing for and on behalf of all persons who have an interest in the property and have the required permission to do so. You declare that the information provided is true to the best of your knowledge and should your status change during the tenancy you will immediately notify Ian Gibbs of that change. If you have provided incorrect information, which causes Ian Gibbs to suffer loss, or causes legal proceedings to be taken against Ian Gibbs you agree to reimburse and compensate Ian Gibbs for all losses suffered. You confirm that you wish to be bound by the content of Ian Gibbs' Terms of Business and this Confirmation of Marketing understanding that the £360 incl. VAT set up fee cannot be returned if you wish to withdraw.

In the event a tenant that we find wishes to purchase your property we would be entitled to a fee of 0.5% plus VAT as an introduction fee.

Landlord 1

Landlord 2

Signature	Signature
Date	Date

Notice of Right to Cancel

You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire 14 days from the date that this contract is signed. To exercise the right to cancel, you must inform **Ian Gibbs, 49-51 Windmill Hill, Enfield, EN2 7AE**, (email **lettings@iangibbs.com**) of your decision to cancel this contract by a clear statement (eg a letter sent by post, fax or email). You may use the model cancellation form set out below but it is not obligatory. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of Cancellation

If you cancel this contract, we will reimburse to you all payments received from you. We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract. We will make the reimbursement using the same means of payment as you used for any initial payment unless (1) you paid in cash, in which case the reimbursement will be made via BACS transfer to your nominated bank or building society or by cheque, or (2) you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement. However, if you requested that we begin the performance of service(s) during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract.

If you wish to cancel this Agreement pursuant to the above right you may (but do not have to) use the form below.

To: **Ian Gibbs, 49-51 Windmill Hill, Enfield, EN2 7AE**, or email **lettings@iangibbs.com**. I hereby give notice that I/we wish to cancel my/our contract.