



**Pure Property Management
Edinburgh LTD
141 Gilmore Place
Edinburgh
EH3 9PW
0131 656 0390
www.purepropertymanagement.com
SC427849**

Property Management Agreement

I.....
(Name(s) as they appear title deeds)

Of.....
(Postal Address)

Agree to Pure Property Management Edinburgh Limited, of 141 Gilmore Place, Edinburgh, Eh3 9PW letting and managing the following property on my behalf and acting as my agent in all matters connected to the rental of it.

.....
.....(Address of Rental Property)

Please read the following conditions before signing:

1. I understand that Pure Property Management will undertake to market and tenant my property on a sole agency basis.
2. I give consent to Pure Property Management Edinburgh LTD to sign all Lease Agreements on my behalf.
3. I understand that by signing this document that I am declaring that I am the legal owner and have full authority to have the property let.
4. I understand that the property must comply with all laws as set out by the local council and national government.
5. I understand that I am required to register as a landlord within the property's local authority area and will supply my registration number to Pure Property Management.
6. I will undertake to ensure that the property is fully insured as a rented property.
7. I will undertake to get any relevant permissions from any lender with a mortgage or other secured loan on the property.
8. I understand that Pure Property Management will take a deposit (usually one months rent) and that this will be held in line with legislation until the tenant leaves the property. I further agree to use the Deposit Protection Scheme selected by Pure Property Management.
9. I understand that my rental income will be transferred to my account within seven working days of it being received by Pure Property Management.
10. I understand that my rental income will have a monthly deduction of Pure Property Management's fee, as detailed below.
11. I agree to pay an initial set-up fee as detailed below. (Usually paid on signing this agreement)
12. I understand that if a tenant is in receipt of Local Housing Allowance and an over payment occurs, that the local authority may seek to recover the overpayment from the Landlord and/or their agent. If this occurs I indemnify Pure Property Management from the cost of any such recovery actions. Pure Property Management charge an additional £125 for the set up of each LHA tenancy.
13. I understand that if my tax status is or changes to "none resident" that I will inform Pure Property Management immediately. I understand that Pure Property Management are required by HMRC to deduct basic rate income tax from all rental receipts. A notice of approval from HMRC authorising us to pay rent to the non-resident landlord without deducting tax will be required before rental receipts can be paid without said deduction. I indemnify Pure Property Management from any costs or fines in relation to HMRC's None Resident Landlord Scheme.
14. I understand that a monthly statement of account will be provided on request, either by post or email.
15. I understand that it is my responsibility as owner of the property to ensure that any maintenance issues are dealt with as quickly as possible to ensure both Health & Safety and the comfort of the tenants.
16. If a maintenance issue arises and Pure Property Management are unable to contact me, I agree to them instructing tradesmen to rectify the problem immediately in the event of an emergency (issues

involving gas, water, electricity or similar) or within 48 hours for non-urgent issues and that I will settle all resulting bills.

17. I understand that I will be liable for the cost of any maintenance works carried out by tradesmen instructed by Pure Property Management on my behalf and agree to pay their invoices within seven days of receipt.
18. I understand that Pure Property Management will always ensure that a landlord's gas safety certificate is provided (if gas is connected to the property) and that a certificate will cost no more than £75.00
19. I understand that whilst the property is tenanted I will have to make an appointment to inspect it with no less than 24 hours written notice.
20. I understand that during a fixed term lease I will only be able to gain possession of the property by written agreement with the tenant of at the end of the fixed term. Outside of a fixed term, notice two months written notice will usually be required.
21. Pure Property Management offer a care taking service for when a property is vacant. Weekly visits can be arranged for a fee of £20 per visit. Some insurers may require such visits when a property is empty. I also understand that if a property is empty for a period between tenancies, the property may need to be dusted down or the grass may need to be cut prior to a new tenant entering the property & I will be responsible for these costs.
22. I understand that, whilst any tenancy agreement entered into will be between Pure Property Management and the tenant, as owner of the property I accept ultimate legal responsibility to ensure that my property complies with all relevant legislation (Health & Safety, Local & National Government, etc) and so indemnify Pure Property Management against any legal actions which may arise against them for non-compliance.
23. I understand that Pure Property Management will take up references and act with due diligence in selecting tenants, they will not be responsible for the tenants actions and the rent is in no way guaranteed by them.
24. I understand that if after Pure Property Management have found me a tenant that I wish to manage the property myself, or instruct a different letting agent to manage the property, a fee of one calendar months rent or a minimum £500 will be payable to Pure Property Management.
25. I understand that if after Pure Property Management have begun marketing the property & I decide to withdraw the property from the market that I will still be liable for the Initial Set-up Fee as detailed below to cover the costs incurred by Pure Property Management.
26. I agree that if the property is sold to a tenant then a fee of 1% of the sale price will be payable to Pure Property Management.
27. I understand that factoring charges will be the responsibility of the landlord (as these often include buildings insurance premiums).

Initial Set-Up Fee:	£249
Monthly Management Fee:	10% of Rent Received or an agreed amount.
Re-Let Fee:	£150

The agreed rental figure that I wish to achieve is £..... per calendar month. I understand that if Pure Property Management are offered lower figure then I will be consulted before an agreement is entered into.

Landlord(s)

Signed: Print Name: Date:

Landlord(s)

Signed: Print Name: Date:

Pure Property Management Edinburgh LTD

Signed:..... Print Name:..... Date:.....

This Copy To Be Retained By The Landlord



**Pure Property Management
Edinburgh LTD
141 Gilmore Place
Edinburgh
EH3 9PW
0131 656 0390
www.purepropertymanagement.com
SC427849**

Property Management Agreement

I.....
(Name(s) as they appear title deeds)

Of.....
(Postal Address)

Agree to Pure Property Management Edinburgh Limited, of 141 Gilmore Place, Edinburgh, Eh3 9PW letting and managing the following property on my behalf and acting as my agent in all matters connected to the rental of it.

.....
.....(Address of Rental Property)

Please read the following conditions before signing:

28. I understand that Pure Property Management will undertake to market and tenant my property on a sole agency basis.
29. I give consent to Pure Property Management Edinburgh LTD to sign all Lease Agreements on my behalf.
30. I understand that by signing this document that I am declaring that I am the legal owner and have full authority to have the property let.
31. I understand that the property must comply with all laws as set out by the local council and national government.
32. I understand that I am required to register as a landlord within the property's local authority area and will supply my registration number to Pure Property Management.
33. I will undertake to ensure that the property is fully insured as a rented property.
34. I will undertake to get any relevant permissions from any lender with a mortgage or other secured loan on the property.
35. I understand that Pure Property Management will take a deposit (usually one months rent) and that this will be held in line with legislation until the tenant leaves the property. I further agree to use the Deposit Protection Scheme selected by Pure Property Management.
36. I understand that my rental income will be transferred to my account within seven working days of it being received by Pure Property Management.
37. I understand that my rental income will have a monthly deduction of Pure Property Management's fee, as detailed below.
38. I agree to pay an initial set-up fee as detailed below. (Usually paid on signing this agreement)
39. I understand that if a tenant is in receipt of Local Housing Allowance and an over payment occurs, that the local authority may seek to recover the overpayment from the Landlord and/or their agent. If this occurs I indemnify Pure Property Management from the cost of any such recovery actions. Pure Property Management charge an additional £125 for the set up of each LHA tenancy.
40. I understand that if my tax status is or changes to "none resident" that I will inform Pure Property Management immediately. I understand that Pure Property Management are required by HMRC to deduct basic rate income tax from all rental receipts. A notice of approval from HMRC authorising us to pay rent to the non-resident landlord without deducting tax will be required before rental receipts can be paid without said deduction. I indemnify Pure Property Management from any costs or fines in relation to HMRC's None Resident Landlord Scheme.
41. I understand that a monthly statement of account will be provided on request, either by post or email.

- 42. I understand that it is my responsibility as owner of the property to ensure that any maintenance issues are dealt with as quickly as possible to ensure both Health & Safety and the comfort of the tenants.
- 43. If a maintenance issue arises and Pure Property Management are unable to contact me, I agree to them instructing tradesmen to rectify the problem immediately in the event of an emergency (issues involving gas, water, electricity or similar) or within 48 hours for non-urgent issues and that I will settle all resulting bills.
- 44. I understand that I will be liable for the cost of any maintenance works carried out by tradesmen instructed by Pure Property Management on my behalf and agree to pay their invoices within seven days of receipt.
- 45. I understand that Pure Property Management will always ensure that a landlord's gas safety certificate is provided (if gas is connected to the property) and that a certificate will cost no more than £75.00
- 46. I understand that whilst the property is tenanted I will have to make an appointment to inspect it with no less than 24 hours written notice.
- 47. I understand that during a fixed term lease I will only be able to gain possession of the property by written agreement with the tenant or at the end of the fixed term. Outside of a fixed term, notice two months written notice will usually be required.
- 48. Pure Property Management offer a care taking service for when a property is vacant. Weekly visits can be arranged for a fee of £20 per visit. Some insurers may require such visits when a property is empty. I also understand that if a property is empty for a period between tenancies, the property may need to be dusted down or the grass may need to be cut prior to a new tenant entering the property & I will be responsible for these costs.
- 49. I understand that, whilst any tenancy agreement entered into will be between Pure Property Management and the tenant, as owner of the property I accept ultimate legal responsibility to ensure that my property complies with all relevant legislation (Health & Safety, Local & National Government, etc) and so indemnify Pure Property Management against any legal actions which may arise against them for non-compliance.
- 50. I understand that Pure Property Management will take up references and act with due diligence in selecting tenants, they will not be responsible for the tenants actions and the rent is in no way guaranteed by them.
- 51. I understand that if after Pure Property Management have found me a tenant that I wish to manage the property myself, or instruct a different letting agent to manage the property, a fee of one calendar months rent or a minimum £500 will be payable to Pure Property Management.
- 52. I understand that if after Pure Property Management have begun marketing the property & I decide to withdraw the property from the market that I will still be liable for the Initial Set-up Fee as detailed below to cover the costs incurred by Pure Property Management.
- 53. I agree that if the property is sold to a tenant then a fee of 1% of the sale price will be payable to Pure Property Management.
- 54. I understand that factoring charges will be the responsibility of the landlord (as these often include buildings insurance premiums).

Initial Set-Up Fee: £249
 Monthly Management Fee: 10% of Rent Received or an agreed amount.
 Re-Let Fee: £150

The agreed rental figure that I wish to achieve is £..... per calendar month. I understand that if Pure Property Management are offered lower figure then I will be consulted before an agreement is entered into.

Landlord(s)

Signed: Print Name: Date:

Landlord(s)

Signed: Print Name: Date:

Pure Property Management Edinburgh LTD

Signed:..... Print Name:..... Date:.....

This Copy To Be Returned To Pure Property Management Edinburgh LTD with "Landlord Further Information Form"

PURE PROPERTY MANAGEMENT

AUTHORITY TO LET – FURTHER INFORMATION

Personal Contact Details

Home Phone: Work Phone:

Mobile Phone: Email:

Please remember to update us if these details change, as it is your responsibility to ensure that we have up to date contact details for you.

Date of Birth:

Your Alternative Contact (Must be UK Based)

Name: Relationship to you:

Address:

Phone: Email:

Your Bank Details

Bank: Account Name:

Account Number: Sort Code:

HMRC Non Resident Information:

If you reside outside of the UK, you MUST contact HMRC to obtain an Overseas Landlords Registration Number. If you do not have a registration number then we are legally obliged to deduct 20% of your rental income in tax and pay it to HMRC on your behalf. www.hmrc.gov.uk/international/nr-landlords.htm

Date of leaving the UK: Name of Tax Office:

Overseas Landlord Registration Number Issued By HMRC:

Landlord Registration Number:

Property Details

Electricity Supplier: Meter Serial Number:

Location of Meter & Fuse box:

Gas Supplier: Meter Serial Number:

Location of Gas Meter:

Water Stop Cock Location:

Name of Local Council: Tax Band:

Is there a BT Line: Consent to Install if requested:

Is there a Virgin Cable: Consent to Install if requested:

Is there a Sky Installed: Consent to Install if requested:

Guarantees: Please list any items & appliances under guarantee. Please supply copies of Guarantees

.....
.....

Service Care Agreements: Please provide information of any supplier with which you have a service agreement that you intend to maintain, such as Scottish Gas:

Company: Policy Number:

Extent of Cover:
Please provide a copy of the Service Contract Agreement.

User Guides

Please provide a user guide for any white good left in the property
Please provide a user guide for the boiler and any room thermostats or time clocks

Gas Safety

Is your property connected to Gas? Do you have a Gas Safety?

Expiry Date: PPM Edinburgh to arrange Gas Safety?
If you plan to arrange your own Gas Safety it is your responsibility to ensure it is up to date, that you supply this office with a copy & a copy is left in the property.

Boiler Location:

Do you require an Electrical Safety Certificate (PIR) PPM Edinburgh to arrange?.....

Do you require a Portable Appliance Test (PAT) PPM Edinburgh to arrange?.....

Fire Safety

Do you have a CO2 Alarm: PPM Edinburgh to arrange?

Do you have adequate Smoke Alarms: PPM Edinburgh to arrange?
Please note that new smoke alarms are required to be hard wired.

Do you have a Fire Blanket: PPM Edinburgh to arrange?

Boundries

Please indicate if you are responsible for any of the boundaries around your property If yes please provide additional information below: If yes, details provided with security precautions in place such as window locks and approved door locking systems.

.....
.....

Does the Property Have a Security Alarm? If yes, please provide the details for use: (to include the code and instructions)

.....
.....

(Please note that you will be responsible for the maintenance of the alarm and if regular inspections are required or links to a call centre maintained, the account must be settled by you).

Parking: Please indicate if allocated parking forms part of the property and provide the location and number of the space.

Location 1: Location 2:

Is there a parking permit which must be displayed when using this parking?
(Please supply this where applicable)

Is there a shared driveway at the property? Please provide details of the boundary & any restrictions:

.....

Is there a Stair Cleaning Charge? Amount weekly/monthly?

Refuse Collection Days:

Block Management

If your property forms part of a block, please provide the contact details of the person or company who manages the property:

Name: Phone Number:

Address:

If your property does NOT form part of a block, please provide the individual buildings insurance details:

Policy Number: Sum Insured:

Annual Premium: Renewal Date:

Please note that all insurers require to be notified if your tenant type changes from a professional to student or DHSS (Local Housing Allowance).

All rental properties are required to have Landlord Insurance; do you have Landlord Insurance?

Would you like PPM Edinburgh to arrange for a Landlord Insurance Quote?

Do you require a Rent Guarantee?

Please note that this cannot apply to student of DHSS tenants & at an additional cost.

By signing and Returning this Authority to Let Agreement to Pure Property Management Edinburgh LTD, you agree to the Terms and Conditions as laid out in the Pure Property Management Terms and Conditions document. (A copy of which can be found at www.purepropertymanagement.com)

Landlord(s)

Signed: Print Name:

Date:

Landlord(s)

Signed: Print Name:

Date:

Pure Property Management Edinburgh LTD

Signed:..... Print Name:.....

Date:.....