

# Proman Example

*Proman Technology Services  
First Floor  
53 Crewe Road  
Alsager  
Cheshire  
ST7 2EY*

**Property Type: Flat/Apartment/House**

## **FULL MANAGEMENT DETAILS**

### **PROPERTY ADDRESS**

.....  
.....

### **REGISTERED OWNERS FULL NAME:**

.....

### **ADDRESS:**

.....  
.....

Telephone (Work) :.....(Home): ..... (Mobile): .....

EMAIL ADDRESS: ..... KEYHOLDERS .....

### **MANAGEMENT COMPANY** (If applicable).....

Management Company Contact Details: .....

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**FEE:** 12 ½% + VAT monthly

The Management fee will be deducted from rental income on a monthly basis. Net income is paid on the 12<sup>th</sup> of each month **for the previous month's transactions**. Net income will be paid direct to the bank account details above unless instructed otherwise.

**WOULD YOU LIKE YOUR STATEMENT OF ACCOUNT SENT BY EMAIL**

Yes/No

### **BANK DETAILS:**

Name & Address of Bank: .....

Sort Code:..... Account No.....

Account Name.....

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**LEASE TO BE SIGNED Example Company ON BEHALF OF LANDLORD?** Yes/No

**DO YOU REQUIRE A COPY OF THE SIGNED LEASE?** Yes/No

**WOULD YOU LIKE US TO PAY THE RATES ON YOUR PROPERTY?** Yes/No

**REPAIRS & MAINTENANCE:** Example Company will instruct contractors, unless you specify your own contractor, up to a maximum of £250.

Plumber: ..... Tel No's .....

Electrician: ..... Tel No's .....

Handyman: ..... Tel No's .....

Others: ..... Tel No's .....

Boiler Service: ..... Tel No's .....

24 hour cover required by your contractors

Type of Central Heating: ..... Gas/Electric/Oil/Solid Fuel.

To comply with Gas Safety regulations, Example Company will arrange for a gas boiler to be serviced annually and a copy of the report will be sent to you.

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**THESE INSTRUCTIONS AUTHORIZED BY:** (Name in capitals)

.....

Signature:..... Date:.....

**Please notify your insurers of your intention to rent out this property. This will remain your responsibility**

**PLEASE ADVISE EXAMPLE COMPANY IMMEDIATELY IF YOU SUBSEQUENTLY LET THE PROPERTY YOURSELF OR THROUGH ANOTHER AGENT**