

Proman Example

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

Property Type: Flat/Apartment/House

LET ONLY MANAGEMENT DETAILS

PROPERTY ADDRESS

.....
.....

REGISTERED OWNERS FULL NAME:

.....

ADDRESS:

.....
.....

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

EMAIL ADDRESS: KEYHOLDERS

Emergency Call out No (24 hour cover)

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

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

MANAGEMENT COMPANY (If applicable).....

Management Company Contact Details:

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THESE INSTRUCTIONS AUTHORISED BY: (Name in capitals)

.....

Signature: Date:

=====

Proman Example

FEE: 75% + VAT of first month's rent

Deposit and Rent will be forwarded to you, after deduction of the fee once received funds are cleared.

BANK DETAILS:

Name & Address of Bank :.....

Sort Code: Account No.....

Account Name.....

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LANDLORD RESPONSIBILITIES:-

GAS SAFETY: CORGI safety check must be carried out annually and a copy of the certificate handed to your tenant.

INSURANCE: Notify your insurers of your intention to rent out this property.

REPAIRS: 24 hour cover

PLEASE ADVISE Example Company LIMITED IMMEDIATELY IF YOU SUBSEQUENTLY LET THE PROPERTY YOURSELF OR THROUGH ANOTHER AGENT