



LETTINGS AND PROPERTY MANAGEMENT

AGENCY AGREEMENT

(LET ONLY)

Between

Griffin Residential Group (Including subsidiary brands; Pandda Properties Limited, Copes; Cobox Limited
Kempsters Estate Agents LTD, Gates Parish & Co, Ashley Bennett Estate Agents Limited)
a company incorporated under the companies act.
and having its registered office at 4/6 Queensgate Centre, Orsett Road, Grays, Essex, RM17 5DF
-Known as "The agent".

AND

Known as "The Landlord"

In connection with

(Address of Property being rented)

You should read this document thoroughly. If you have difficulty in understanding
any of the terms and conditions within, we advise you seek the advice from a
solicitor or the CAB (citizens advice bureau) before signing.



Griffin Residential Group MANAGEMENT AGREEMENT FORM

This Agreement is made between the owner(s) of the property as named at the end of this Agreement, hereinafter called "The Landlords". and Griffin Residential Group Limited acting as agent for The Landlord(s), hereinafter called "The Agent".

A. THE SERVICE

1. Providing a rental valuation of the property and the offering of advice as required.
2. Obtain proof of ownership from the landlords to comply with AML laws.
3. Advertising as necessary, arranging/carrying out viewings, obtaining references and dealing with negotiations.
4. Preparing an inventory of the property including photographs and the current electric and gas meter readings (where applicable) – The cost of this will be confirmed upon tenancy application and are detailed below in the schedule of additional costs.
5. Preparing and signing as Agent for the Owner a suitable tenancy agreement in accordance with current law.
6. Notifying utility providers and relevant local authorities of the new tenancy.

B. NOTES AND GENERAL TERMS

1. Security deposits will be protected by The Tenancy Deposit Service (TDS Insured for Griffin Residential Group) DPS Custodial (Pandda Properties Limited) in accordance with the Terms and Conditions of the TDS and DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit including the repayment process can be found online on respective websites for schemes. Landlords using the Let Only service are required. to register with a tenancy deposit schemes independently and adhere to all terms and conditions of the chosen protection provider. The Agent takes no responsibility for deposits passed. to landlords to register. Upon request, LET ONLY landlords can request we register the deposit. taken against the tenancy. Please be advised. that if a deposit is not registered in a protection. scheme, it is deemed breach of tenancy and will hinder any legal proceedings to obtain. possession of the property in the future. This may also incur further costs for the landlords.
2. If a mortgage exists on the property, The landlords must obtain the lender's consent to let.
3. The landlords must ensure that adequate cover exists under both building and, where applicable, contents insurance.
4. The Agent's service does not include supervision of the property whilst unoccupied although periodic visits would normally be made by staff in the process of re-letting.
5. The landlords hereby agree to ratify all lawful actions taken by The Agent under the terms of this Agreement.
6. In the event of the property being left vacant, the landlords will notify all relevant utility providers and local authorities and will arrange for water tanks and radiators to be drained during winter vacancies or place The Agent with funds to arrange this on the landlord's behalf.
7. Where The landlords is/are resident in the United Kingdom and liable to United Kingdom income tax on rental income from the property, it is entirely the landlord's responsibility to pay such. income tax and deal with all taxation matters.
8. Where The landlords is/are resident overseas, unless exemption has been agreed, The Agent must deduct tax from rental payments received. and forward the same to the Inland Revenue.
9. Should the Agent or the landlords wish to terminate this Agreement, either party may do so.
 - a. Upon three months' notice to the other in writing where a property is occupied by a tenant.
 - b. Immediately upon notice to the other in writing where a property is not occupied by a tenant.
10. The landlords accept that all gas appliances within the premises must be checked for safety at intervals of not more than 12 months by a qualified GAS SAFE registered engineer prior to the letting. of the property, the agent will arrange for such. appliances to be tested by a qualified tradesman. who will then issue the certificate. There is an annual charge for the gas safety certificate.

11. The landlords acknowledge that the furniture and furnishings (fire and safety) regulations 1988 as amended provide that specified items supplied. in the course of the letting of the property must meet minimum standards. Full details of these regulations are available from the agents.
12. The landlords accepts that the property will require an energy performance certificate under E.U regulations. The EPC must also now meet. the minimum standard. The MEES (Minimum Energy Efficiency Standards) Regulations make. it unlawful from April 2018 to let buildings (both commercial and domestic) in England and Wales which do not achieve a minimum Energy. Performance Certificate (EPC) rating of 'E. The agent can, upon request obtain an EPC for the landlords.
13. The landlord uses the agent as sole and exclusive agent for the letting of the property.
14. In the case the property is sold to the current tenancy in residence, the landlord will agree to pay the agent a commission of 2.0% plus VAT. of the agreed sale price upon completion of the transaction.
15. The landlord accepts that if the property is withdrawn from the agent once a deposit has. been paid by a prospective tenant and references. are being gathered, they will be liable to pay the agents' reasonable expenses which may include the referencing fees.
16. The landlords accept that all fees are subject to the prevailing rate of VAT which currently stands at 20%
17. The landlord agrees for the agent to place a "To Let" & "Rented" board at the property.
- 17.1. A 10% donation to Griffin Foundation Trust (registered charity number 1155206) will be added to any repair facilitated by the Griffin Residential Group) and invoice by the independent contractor.
- 18 Safety regulations
The Landlord must:
 - The furniture and equipment within the Premises complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended in 1993.
 - The gas appliances comply with the Gas Safety (Installation and Use) Regulations 1998 and that a copy of the Safety Check Certificate will be given. to the Tenant when signing this Agreement- The electrical appliances at the Premises comply with the Electrical Equipment (Safety) Regulations 1994.
 - The Premises are compliant with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 at the start of the Tenancy. The agent can be. instructed to supply and fit a compliant smoke. Alarm.
 - As of 01.10.2022 landlords must supply a carbon monoxide alarm to all residential rented properties. It is the landlord's responsibility to maintain the upkeep of both alarms.

18.1 Legionella

The Landlord is responsible for ensuring that the Premises are compliant with Health and Safety Executive form ACOP L8 'The Control of Legionella Bacteria in Water Systems at the start of, and throughout, the Tenancy. This is done via the Landlord properly undertaking a Legionella risk assessment and, if necessary, making any required changes to the water system of the Premises. The landlord can instruct Griffin to ensure a legionella test. The landlord must confirm the price of the inspection and report at the time of instruction.

19.0 Schedule of condition / inventory

The agent will provide an inventory at the commencement of the tenancy. The landlord will be charged a fee which will be confirmed at the start of the application process.

20.0 Leasehold Properties

The landlord must confirm with the agent if the property is freehold or leasehold. The landlord must confirm if there are any restricted covenants in relation to renting the property at the start or during the tenancy.

21 Arbitration

In the event of any dispute or difference arising between the parties as to the interpretation of any clause, or the contraction of operation of this agreement or the rights, duties, liabilities of either party under this agreement or otherwise, the same shall be submitted to the decisions of ARLA or TPO who will act as arbiter, and their decision will be final and binding for both parties.

22 The landlord accepts that from the 1st of July 2020 every Electrical Installation in their rental property must be inspected and tested at intervals of no more than 5 years by a qualified and competent Electrician. A satisfactory Electrical Installation Safety Report must be obtained and held during every tenancy.

23 The LET ONLY service is subject to the additional charges as detailed within this agreement and will be charged accordingly.

Company Information

*Griffin Residential Group Limited - Company
Number: 10660879
Registered Company Address: 125 Shepherds Hill,
Romford, England, RM3 0NR
Bodies: NAEA
PROPERTYMARK
AND ARLA PROPERTYMARK
Redress Scheme: The Property Ombudsman
Client Money Protection: Propertymark (cmp cert
in office)*

*Pandda Properties Limited (Subsidiary Company
owned by Griffin Residential Group Limited)
Company number: 05560505
Registered Company Address: 4/6 Queensgate
Centre, Orsett Road, Grays, Essex, RM17 5DF
Bodies ARLA Property Mark
Redress Scheme: The Property Ombudsman
Client Money Protection: Safe Agent A5316*

FEES TO LANDLORDS

Client Money Protection:

Independent Redress:

Level of service offered.

arla | propertymark



TENANT FIND / LET ONLY:

One Month's Rent Plus VAT

SERVICE	LET ONLY/TENANT FIND	FULLY MANAGED
Accompanied viewing appointments	✓	✓
Tenant credit check, referencing, and Right to Rent checks	✓	✓
In-house rent protection policy	X	✓
Preparation of tenancy agreement	✓	✓
Preparation of prescribed information (Deposit regulations)	✓	✓
Preparation of full Schedule of Condition report (Inventory)	Chargeable, refer to TOB	✓
Registration of deposit	Chargeable, refer to TOB	✓
Utility notification upon move-in (Including local authority)	✓	✓
Processing of rental payments	X	✓
Rent payment reminders (if required)	X	✓
Monthly, quarterly & annual statements	X	✓
Interim property inspections	Chargeable, refer to TOB	✓
Arrangement of routine maintenance and repairs	X	✓
Drafting and serving of Section 21 notice (Form 6a)	Chargeable, refer to TOB	✓
Drafting and serving of Section 8 notice (Ground 8, 10 & 11 if required)	Chargeable, refer to TOB	✓
Arranging check-out report at end of tenancy	Chargeable, refer to TOB	✓
Preparation of possession / rent judgment application (County Court)	Chargeable, refer to TOB	Chargeable, refer to TOB

Additional Charges to Let Only / Tenant Find Service

Registration of deposit - £30.00 inc vat

Interim Independent property visit - £80.00 inc vat

Draft & Service of Section 8, notice - £200.00 inc vat

Draft & Service of Section 13 notice and paperwork/ postage - £180.00 inc vat

Review, Draft & service of Prescribed Information & Tenancy Documents - £200.00 inc vat

Preparation / Review / Draft and Serving of Possession Proceedings Documents with County Court - £840 Inc VAT - **Note This is in addition to the county court list of charges.**

Arrangement of EPC - £114.00 Inc VAT

Arrangement of Gas Cert - £78.00 Inc VAT

Arrangement of EICR Certificate (This does not include any remedial work that might be required) - £168.00 Inc VAT

Supply & Fit of Smoke Alarm - £57.00 Inc VAT

Supply and Fit of Carbon (CO2) Monoxide Alarm – £72.00 Inc VAT

Supply and Fit of new battery for smoke alarm - £5.00 Inc VAT

Administration of Selective license application (**Note In addition to local authority license charge**) - £299.99 INC VAT

Inventories and Checkout charges: As listed below to be conducted by an external independent clerk. Please note, there will be an additional charge for fully furnished properties on top of the prices below.

Bedroom Number	Inventory Charge	Checkout Charge
Studio / 1 Bedroom	£106.00 Inc Vat	£106.00 Inc VAT
2 Bedrooms	£130.00 Inc Vat	£130.00 Inc Vat
3 Bedrooms	£154.00 Inc Vat	£154.00 Inc Vat
4 Bedrooms	£178.00 Inc Vat	£178.00 Inc Vat
5 + Bedrooms	£202.00 Inc Vat	£202.00 Inc Vat

LET ONLY INSTRUCTION FORM

I/We the undersigned being The Landlords of the above property, have read this Agreement and wish to appoint The Agent to act on my/our behalf in accordance with the service, notes and general terms and fees as herein laid out with immediate effect.

Landlords Information

Please supply us with Photo ID & a recent bank statement / mortgage statement showing name and address within last 3 months for registered owner and proof of ownership (Title download via land registry).

Name Of Registered Owner / Company – Known as “The Landlord”:

Correspondence Address:

Contact Telephone Number:

(Mobile)

(Landline)

Landlord Bank Account Name:

Sort Code:

Account Number:

Bank Name:

Who will be responsible for the following and charged accordingly as per terms of business (Please tick):

Item	Landlord	Agent
VALID EPC		
VALID EICR		
VALID GAS SAFE CERT		
SMOKE ALARM/S		
CO2 CARBON ALARM/S		
ARRANGING LICENCE E.G SELECTIVE / HMO / ADDITIONAL		
REGISTRATION OF DEPOSIT		

If landlord is registering deposit, who will the provider be - TDS / DPS / MY DEPOSITS - PLEASE CIRCLE

Is the property FREEHOLD / LEASEHOLD - Please Circle

If there is a Managing Agent of the site / block, which company is this?

Do you have a contact point within the management company?

Are there any parking restrictions / permits: (Please Circle) YES / NO

(if permit parking, it is the landlord's responsibility to supply the tenants relevant permit and visitor permits)

Under the consumer protection for unfair trading regulations, as issued by trading standards, Griffin Residential Group are required to be transparent and disclose any referral fees.

The group have nonregulated agreements with referencing providers (Homelet & Goodlord) & a local moving company (Trunk logistics) which could result in a rebate being paid should you or a tenant take a product directly with them or a referral fee of 5% of total removal fee. These rebates can vary between providers and agreements are subject to change.

We have advised you that under the new Tenancy Deposit Protection legislation you must pay the deposit into one of the tenancy deposit schemes and provide the prescribed information to the tenant within 14 days from the agent having received the deposit. If you do not then you will be unable to rely on a S21 notice (two months' notice) to recover possession and, if the tenant complains to the court, the court will order you to repay the deposit to the tenant or pay it into a scheme and will in any event order you in all cases to pay three times the deposit to the tenant.

Agreed Fee

Set Up Fee Agreed –

Inc VAT

Signed By the Landlord/s

Dated:

Signed By the Agent:

Dated:

Under the consumer protection for unfair trading regulations, as issued by trading standards, Pandda Properties Limited TA Griffin Residential Group, Gates, Parish & Co, Kempsters Estate Agents LTD are required to be transparent and disclose any referral fees.

The group have nonregulated agreements with referencing providers (FCC Paragon OpenBrix)) & a local moving company (Trunk logistics) which could result in a rebate being paid should you or a tenant take a product directly with them or a referral fee of 5% of total removal fee. These rebates can vary between providers and agreements are subject to change.

Notice of the Right to Cancel

The trader should complete the top half of this form. If the customer wishes to exercise their right to cancel the contract, the lower portion should be completed, detached and returned to the trader. The customer should retain this section of the form.

Date of issue:

Contract details:

Trader details:

Customer Cancellation Rights

You have the right to cancel this contract within fourteen calendar days, starting the day this Notice of Right to Cancel is issued. This notice is deemed issued as soon as it is given, posted or in the case of email, from the day it is sent, to the customer. Cancellation must be communicated in writing or by email.

Updated May 2026

The bottom of this form may be used to exercise this right and may be delivered in person or sent by post – in which case you are advised to obtain a Certificate of Posting or Recorded Delivery slip. You are advised to retain a copy of the Cancellation Notice before returning it to the Trader.

Work Commencing prior to the expiry of the cancellation period.

If the customer agrees that work may start before the cancellation period expires, they should sign below to confirm this agreement and that they understand that if they decide to cancel within fourteen days, reasonable payment may be due for costs incurred and/or work carried out prior to cancellation.

I/We agree that: _____ (Trader's name)

may commence work on _____ (Date), before my cancellation period expired.

Customer signature _____ Date _____

Cancellation notice

If you wish to cancel the contract, you MUST DO SO IN WRITING and personally deliver and send this portion, (which may be by electronic mail), to the above-named trader. You may use this form if you want to, but you do not have to. Complete, detach and return this portion of the form ONLY IF YOU WISH TO CANCEL THE CONTRACT.

I/we hereby give notice that I/we wish to cancel my/our contract: -

Customer name/contract invoice no:

Trader details:

Signed _____ Dated _____



Office Use Only

Fee's Agreed: