

Letting

Terms and Conditions

Important Notice

The letting and/or management of your Premises cannot proceed until this document has been signed, dated and returned to us

This Agreement sets out the services we provide to you and also sets out your responsibilities as the Landlord. Please read the Agreement carefully. If there are any parts which you do not fully understand please speak to us. You will be bound by this Agreement as soon as you sign and return it to us.

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Terms and Conditions

Service Required

- Management Service
- Rent Collection Service
- Let Only Service

Inventory

- Inventory required
- Landlord to supply inventory

Tenants Damage Deposit

- Atkinson McLeod held
- Landlord held

Pro Rata Refund

Are you eligible for a pro rata refund on a previous letting (clause 2)

- Yes
- No

Overseas Landlord

Are you resident overseas (clause 37) (6 months plus outside of the UK)

- Yes
- No

If overseas please provide date that you left the UK

Gas Safety (installation and use) Regulations 1998

Is Gas supplied to the property?

- Yes
- No

If yes, is a valid Gas Safe Certificate in place?

- Yes
- No

British Gas

Is the property subject to a service contract under British Gas?

- Yes
- No

I/We acknowledge my/our obligations under the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993, The Gas Safety (Installation and Use) Regulations 1998 and the Electrical Equipment (Safety) Regulations 1994 and I/we accept and confirm that I/we have full responsibility to ensure that I/we comply with their requirements before and during the letting of the Premises.

I/We the undersigned am/are the only people with any interest in the Premises.

I/We confirm that there are no major repairs, construction or maintenance work of which I/we are aware due to be carried out to the property, any adjoining or of which the property form part.

Signed:

Date:

(Confirms that all 17 pages have been read and that there are no amendments or alterations)

The Landlord – Hereinafter referred to as “you and your”

Signed:

Date:

For and on behalf of Atkinson McLeod Limited– Hereinafter referred to as “the Agent, we, us and our”



SCHEDULE 1 – Commissions and Additional Fees

1. Commissions

The Landlord should read the Terms of Business carefully and in particular this Section which clearly sets out the Commission, Fees and other charges including any renewal, extension or continuation of the Tenancy either as a fixed term or a periodic tenancy which will be payable by a Landlord whether or not we are instructed to act on your behalf. Ensure you are certain of the meaning of the charges you will incur.

You are responsible for paying our Commission when any person, company or other organisation enters into a binding contract for the occupation of the Premises where they do so as a result of:

- a. a viewing conducted by us;
- b. sight of any marketing or advertising material produced by us or by our instructions;
- c. by way of an introduction from an existing occupier for which we have previously charged a commission

This commission remains due and payable in relation to any extension, renewal or continuation of the occupancy contract whether or not we are the effective cause of said extension, renewal or continuation and for the period of time any such party or their assignees, subtenants or successors in title continue to reside in the Premises. Our commission is payable whether or not we are the effective cause of the transaction.

VAT

Value Added Tax will be chargeable on all commission at the prevailing rate (currently 20%). This rate may change from time to time and the total cost will change accordingly. All fees contained within this Agreement are shown exclusive of VAT.

If our fees are not paid on commencement of the tenancy, interest shall accrue on a day to day basis on the sum due at the rate of 4% above the base rate of the Bank of England.

Management Service

Our commission is calculated at 19.2% (16% plus VAT), (subject to a minimum fee of £1,680 inc VAT) of the gross rent premium or other money payable throughout the initial fixed term and any extension of it whether fixed term or periodic irrespective of whether we are instructed to act on your behalf. Payment is due in full spread equally over the first 3 months of the tenancy. Fees will be deducted from the first 3 months' rent received from the tenant at the commencement of the tenancy

Rental Collection Service

Our commission is calculated at 14.4% (12% plus VAT), (subject to a minimum fee of £1,440 inc VAT) of the gross rent premium or other money payable throughout the initial fixed term and any extension of it whether fixed term or periodic irrespective of whether we are instructed to act on your behalf. Payment is due in full spread equally over the first 3 months of the tenancy. Fees will be deducted from the first 3 months' rent received from the tenant at the commencement of the tenancy.

Letting Only Service

Our commission is calculated at 12% (10% plus VAT), (subject to a minimum fee of £1140 inc VAT) of the gross rent, premium or other money payable throughout the initial fixed term and any extension of it whether fixed term or periodic irrespective of whether we are instructed to act on your behalf. Payment is due in full at the start of the tenancy. Fees will be deducted from the initial rent received from the tenant at the commencement of the tenancy. If the letting fee is more than the initial rent the balance must be paid to us prior to the commencement of the tenancy in cleared funds. Typically, a debit or credit card will be the most convenient method of

payment, (note credit card payments will attract a surcharge of 1.8%). The Tenancy Agreement will be retained until any outstanding fees and expenses have been paid to us.

Renewal Fees

In the event that the tenancy continues for a greater period than the original term, whether or not this is arranged by Atkinson McLeod, a fee rate of 12% (10% plus VAT) for Let Only, 14.4% (12% plus VAT) for Rent Collection and 19.2% (16% plus VAT) for Management, of the gross rental income for the period of the renewal will apply whether as a fixed term or periodic tenancy and regardless of whether Atkinson McLeod is instructed to act on your behalf. If you prefer to negotiate direct with the Tenant our Fees will still be payable. The fee is payable if one or more of the tenants found by Atkinson McLeod continues to occupy the property. The fee is payable in advance within 7 days of the renewal date.

Payment under our Rent Collection and Management Services is spread over the first 3 months of the renewal.

2. Commission refunds

If the tenancy is terminated before its full term, we will refund commission paid by the Landlord on a pro rata basis subject to a minimum fee of £1,140 inc VAT for properties let under our Let Only Service, £1,440 inc VAT for properties let under our Rent Collection Service and £1,680 inc VAT for properties let under our Full Management Service.

The refund will apply from either the termination date, resulting from notice served by the tenant, or the earliest date at which the tenant could legitimately vacate in accordance with any provision of a break clause in the tenancy agreement. The date applied will be that which represents the greatest period of occupancy. The refund is only payable where the property is re-let by us and is paid once the new letting undertaken by us has commenced. Where the Landlord terminates the tenancy before the full term or does not comply with their obligations under the tenancy agreement, no refund is payable.

3. Additional fees

Additional fees will be payable for dealing with referrals to the rent assessment committees or any other Court or Tribunal proceedings or for protracted correspondence on your behalf. You will be charged at an hourly rate of £90 inc VAT. If you decide that specialist solicitors should be instructed you will also be responsible for their fees and any other expenses incurred in dealing with such matters.

4. Sales Commission

We do not charge sales commission if the Tenant purchases the Premises from the Landlord; or if the Landlord sells to a third party.

5. Joint and Several Liability

If the Landlord forms more than one person all persons forming the Landlord are liable for our Fees, Commission and Disbursements until all outstanding sums are paid in full; and each person forming the Landlord is liable for payment of all Fees, Commission and Disbursements until all outstanding sums are paid in full.

6. Sub Agency

We may give details of your Premises on a commission sharing basis to other agents unless we receive your specific written instructions to the contrary. This involves you in no additional expense and increases the chance of letting the Premises promptly.

7. Reimbursement of Fees and Costs

By signing this Agreement you consent to all fees, costs and other charges outstanding can be deducted from funds held for any property owned by the Landlord. Including any deposit deductions that the Tenant has agreed to pay to the Landlord.

SCHEDULE 2 – General Terms

8. Initial Visit

We will visit the Premises to view them and provide you with an indication of the likely market rent achievable.

9. Prior to Letting

You must ensure that the Premises are fit to be let. Appliances should comply with the safety regulations detailed later in the General Terms and Conditions of this Agreement.

All machines, gas appliances and electrical goods should be in full working order, should have been recently serviced, checked for safety and have clear instructions for use.

10. Cleaning

Properties should be thoroughly cleaned and gardens, if applicable, should be in good seasonal condition. On request we can arrange for the cleaning of Premises.

11. Marketing

We will market your Premises to inform suitable applicants of the availability of your Premises including the erection of a To-Let board at the Premises. Please notify us in writing if you have previously agreed not to erect a To-Let Board with the Freeholder or other interested party, or local bye-laws or conservation area restrictions prevent the erection of a Board.

12. Viewings

As and when we have applicants interested in viewing your Premises, we will either accompany these people to your Premises with keys provided by you, or arrange a mutually convenient appointment for them and us to meet you at the Premises.

13. References

When an applicant shows an interest in your Premises, we will:

- Provide them with a draft sample Tenancy Agreement (see clause 7 below); and then
- Take up references upon each applicant whenever possible.

Wherever possible we will obtain a credit reference report checking their financial standing, including income, contact the previous landlord (if appropriate) and contact the personal referee. When we proceed we will be doing so without any responsibility for the accuracy of those references or the information contained in them, unless it is due to our negligence or breach of contract. We will not be warranting the tenant as suitable.

14. Inventories

An Inventory and Schedule of Condition is essential for the proper management of your Premises, whether they are let furnished or unfurnished, to reduce the risk of a dispute arising in respect of the security Deposit ("Deposit"). Inventories should, where applicable, show that furnishings and electrical equipment comply with current legislation. If you do not have an Inventory and Schedule of Condition, you will not be able to prove the condition of the Premises at the start of the Tenancy and may not be able to obtain compensation from the Tenant either through any Tenancy Deposit Protection Scheme or through the County Court. We have no liability for any loss suffered if you do not have a fully comprehensive inventory.

If the property is managed by Atkinson McLeod an inventory will be conducted by the designated inventory team and the charges below will apply:

We do not employ inventory clerks for the let only or rent collection service. We can however, upon request, instruct an inventory clerk on your behalf. Charges made are based upon the size of the property as follows including VAT;

Number of Bedrooms	Charge	NOTE These charges include the initial drafting of the inventory and also the checking out of the inventory at the end of the tenancy.
Studio	£228	
1 bed	£246	
2 bed	£258	
3 bed	£270	
4 bed	£282	
5 bed	£294	

We cannot accept any liability for errors or omissions on the part of the inventory clerk unless it is due to our negligence or breach of contract.

15. Tenancy Agreement

You will need a comprehensive Tenancy Agreement setting out the rights and obligations of both parties. Where the tenant is an individual you will also need to have regard to the Unfair Terms in Consumer Contract Regulations 1999 and guidelines prepared by the Office of Fair Trading which states that any clause in a contract which is unfair to the tenant could be void and therefore unenforceable.

We will provide you with a comprehensive Tenancy Agreement. There will be a separate charge of £114 inc VAT for completing and drafting the Tenancy Agreement.

By signing these Terms and Condition you agree that Atkinson McLeod can sign the Tenancy Agreement on your behalf as your Agent. Our signature will bind you legally to all the terms and conditions contained within the contract.

Our Tenancy Agreement requires the Tenant to take sensible precautions to protect the property against frost damage. If your insurer has specified requirements regarding your Premises during a vacant period you must give them to us or a copy of the relevant sections of the insurance policy so that they can be incorporated as part of the contract with the tenant prior to the commencement of the Tenancy. A tenant cannot be held liable for any loss suffered if he is not made aware of these restrictions.

Assured Shorthold

If the applicant is an individual and the net rent is less than £100,000 per year we will use an Assured Shorthold Tenancy (AST) Agreement. There is no longer a minimum period for such lettings. However, if the Tenant fails to surrender possession at the expiry of the term (and in accordance with your Section 21 Notice) you will need a possession order. No such order can expire within the first 6 months of a Tenancy commencing.

Common Law

If the net rent payable is £100,000 or more per year or at a proportionate level for a shorter tenancy, the Tenancy Agreement cannot be an Assured Shorthold. You will need to use a Common Law Agreement. Although this is not governed by the Housing Act 1988 it is nevertheless subject to other statutory regulation (e.g. Protection from Eviction Act 1977) which means you must obtain a possession order from the County Court before a tenant can be evicted.

"Company" Lets

This is a tenancy outside the protection of the Housing Act 1988 and is subject to common law. Generally speaking these involve more pre-contractual negotiation. There are no rent restrictions.



General

Tenancy agreements can be for a fixed duration, run from month to month (i.e. a periodic tenancy), or be a combination of the two. A fixed term contract will give you more certainty, whilst the periodic tenancy will give you more flexibility. The initial tenancy arranged by us will be for a fixed term of 12 months with a break clause allowing either party to serve 2 months' notice after the initial 6 months, providing a minimum term of 8 months.

Termination

All tenancies must be terminated by serving the Tenant with a valid notice whether the initial term is fixed or otherwise. This is because at the expiry of the initial term the Tenancy will automatically roll on from month to month generally upon the same terms and conditions (including rent) unless and until you serve the Tenant with a valid notice or the Tenant voluntarily surrenders possession.

16. Service of Notice

Unless the tenant voluntarily surrenders possession of the Premises it will be necessary to serve the tenant with a valid notice. The precise form of notice, length of notice and expiry date depends upon what type of tenancy has been granted. We recommend that you seek our advice before serving notice.

For Assured Shorthold Tenancies arranged by us, we will serve a Notice under section 21 of the Housing Act 1988 which is required to gain possession of a property. The Notice will require possession at the end of the fixed term. From time to time we may recommend that you instruct solicitors to serve the notice for you.

Sometimes a tenant will fail to comply with a notice and you will need to commence County Court proceedings to obtain a possession order. We can put you in touch with solicitors who are specialists in this field.

17. Utilities and Council Tax

Where the property is managed by us we will notify the local authority when the tenant occupies your Premises (not under our Let Only and Rent Collection Services). You will need to pay any charges up to and including the date upon which the tenant occupies the Premises and for any void period between tenancies. We may also need to provide the local authority with your new address at the commencement of the Tenancy to ensure that there are no discrepancies with the changeover. Many utility suppliers will not take instructions from us. It is therefore your responsibility to contact them direct to take the accounts out of your name.

18. Renewal

Towards the end of the initial fixed term we will contact you to find out if the tenancy should be renewed and to agree any renewal instructions. We will review the rent and advise you if a rent increase is possible or desirable depending upon current market conditions.

At the same time we will write to the tenant asking if they wish to renew the tenancy and advising of any proposed rent increase. We will then negotiate between the two parties if requested. We will prepare the extension document for both parties where requested including drafting any clauses agreed between the parties varying the terms of the original tenancy. The extension document will be sent to the tenant for signature.

We will try to ensure that the tenant signs the documentation by the start date of the new period of the tenancy. However if the tenant fails to return the extension documents the tenancy will continue as a periodic tenancy until either party gives notice in writing. Our commission will be payable whether the tenancy continues as a fixed term or a periodic tenancy, irrespective of whether we are instructed to act on your behalf. While we will make every effort to obtain the signed renewal documents we have no liability if the tenant fails to return them.

Once the signed documents are received we will date them to complete the contract and send the documents received to you.

The Landlord should be aware that renewal or continuation as a periodic Tenancy is subject to an additional Fee plus VAT as shown in Schedule 1 above whether or not we as your Agent negotiate on your behalf. If you prefer to negotiate any renewal personally our fees for the Letting Service will continue to be payable according to Schedule 1 above for the duration of the time the Tenant occupies the Premises.

19. Consent for Letting

On request, you must provide us with sufficient documentary evidence to satisfy us that you are legally entitled to grant a tenancy of the Premises. If the Premises are registered with the Land Registry we reserve the right to obtain office copy entries. If the Premises are unregistered we reserve the right to carry out such investigations that we consider necessary. The cost of these searches will be charged to you in addition to our commission.

By signing these Terms and Conditions you warrant to us that you are the owner of the Premises, or otherwise lawfully entitled to enter into the Tenancy Agreement.

20. Mortgages

Where the Premises are subject to a mortgage, you will need your mortgagee's written consent to the proposed letting. The mortgagee may want to see a copy of the draft Tenancy Agreement which can be supplied upon their written request. The mortgagee may charge you a fee for giving their permission.

If your mortgagee has any special conditions relating to the tenancy or type of tenant you must provide them to us prior to the start of the tenancy to be included within the Tenancy Agreement. Conditions cannot be imposed upon a tenant at a later date.

By signing these Terms and Conditions you warrant to us that you have obtained the necessary consent.

21. Sub-letting

If you are yourself a leaseholder, you will normally require the consent from your superior landlord, freeholder or their managing agent before you can sub-let the Premises to an applicant. In giving consent the superior landlord or their managing agent may require you to provide references for your tenant and for you and your tenant to enter into an agreement to observe the covenants contained in your head lease. A fee may be charged for granting consent to sub-let which is your liability. We will need a copy of the head lease together with any schedules referred to therein so that we can attach a copy of this to our draft Tenancy Agreement. If the tenant is not given a copy of the relevant section of the head lease you cannot impose any obligations contained in it upon the tenant. This could lead you to breach the terms of your lease.

22. Insurance

It is essential that the Premises and contents included in the Inventory and Schedule of Condition are adequately insured and that your insurers are aware that the Premises are let. Failure to do so may invalidate your insurance. You must inform your insurers whenever the Premises remain vacant for a period greater than specified in your insurance policy. You should also check that your insurance policies include third party liability to protect you in event that the tenant or a visitor to the Premises sues for personal injury. You must give us copies of the relevant sections of the policies to attach to the Tenancy Agreement at the start of the tenancy.

We cannot be responsible for the renewal of your insurance cover. We strongly recommend you arrange for an insurance policy which covers loss of rent and contents, and legal expenses.

23. The Furniture and Furnishing (Fire) (Safety) Regulations 1988 and The Furniture and Furnishings (Fire) Safety (Amendment) Regulations 1993

It is a criminal offence, punishable by a fine and/or a prison term, to let Premises with furniture or soft furnishings which cannot be proven to comply with the above fire safety regulations. By signing this Agreement you give us authority to remove any item that does not have a fire label attached to it. The Regulations apply to the following which must be match resistant, cigarette resistant and carry a permanent label:

- all upholstered furniture;
- three piece suites;
- beds and divans including the upholstered bases;
- padded headboards;
- sofa-beds;
- furniture with loose or fitted covers;
- children's furniture;
- cots and other items used by a baby or small child;
- cushions;
- high-chairs;
- mattresses of any size;
- pillows;
- garden furniture which may be used indoors.

24. Gas Safety (Installation and Use) Regulations 1998

It is a criminal offence to let Premises with gas appliances, installations and pipe-work that have not been checked by a Gas Safe Registered Engineer. You will need to provide us with a copy of a Gas Safety Certificate (GSC) carried out no more than 12 months previously. If this GSC is not sent to us when you return this Agreement, you give us authority to arrange for a gas safety check. The GSC will need to be renewed at 12 monthly intervals. If we arrange a gas safety check there will be a charge of £102 inc VAT. We need to give your tenant documentary proof of your compliance with these Regulations at the commencement of the tenancy and within 28 days of the GSC being renewed. If you use your own contractor we will need proof of their Gas Safe registration.

If Atkinson McLeod does not manage the Premises we do not arrange for the renewal of the gas safety certificate and we have no liability for any loss, damage or personal injury claim if the Landlord fails to renew the documentation. This is the responsibility of the Landlord who will commit a criminal offence if he fails to comply.

Please note that no tenancy can commence until we are in receipt of a valid GSC.

25. Electrical Equipment (Safety) Regulations 1994

You are responsible for providing instruction books for all items of electrical equipment and for ensuring that all electrical appliances within the Premises comply with the above Regulations. You should also ensure that all electrical installations are safe and have them checked regularly.

If we need to arrange for a safety check under these Regulations there will be an administration charge of £60 inc VAT in addition to the cost of the safety check itself.

26. Part "P" Building Regulations (Electrical Safety in Dwellings)

From January 1 2005 the above Regulations came into force requiring qualified personnel to carry out certain electrical work at premises. To ensure compliance with the Regulations we will only use a competent person to carry out any electrical work at the Premises. If the Landlord wishes to use his own contractor we will need written proof that he is currently registered with an approved self-certification scheme before issuing instructions. In the absence of such proof we will instruct our own contractor if managing the Premises. We do not instruct contractors if we are not managing the Premises.

27. Smoke Alarms and Carbon Monoxide Alarms

It is the law that all newly built premises from June 1992 must have mains fitted smoke alarms with battery back-up. From October 1 2015 the Landlord will have the legal obligation to fit smoke alarms on each storey of the Property and a carbon monoxide detector in any room with a solid fuel appliance before entering into any new Tenancy. In addition the Landlord is required to have the detector and alarms tested prior to the start of the Tenancy and to hold records of such tests. We will arrange fitting of the alarms and detector if required prior to the start of the Tenancy; and testing of the appliances prior to the start of the Tenancy at the Landlord's expense and subject to our administration fee as shown in additional services in Schedule 1. Maintenance of the appliances is the Landlord's responsibility during the Tenancy. The Tenant will be responsible for testing the alarms and detector during the Tenancy, replacing all defective batteries and informing the Landlord or the Agent of any defect in the alarm or detector.

28. Legionnaires' Disease

In order to comply with the Health and Safety Executive's Code of Practice the Landlord must carry out a risk assessment at the Premises prior to letting especially if there are open water tanks, cooling systems, a hot tub, pond, or a swimming pool. A copy of any written risk assessment is provided upon instruction and at the latest prior to any Tenancy agreement being signed. By signing these Terms of Business the Landlord acknowledges his responsibility for the safety of the Tenant at the Premises, confirms he has considered all risks regarding Legionnaires Disease and has carried out a risk assessment. If we think a further assessment is required it will be carried out at the Landlord's expense.

29. Internal Blinds and European Safety Standards

New European Regulations now apply to the installations for raising and lowering blinds; and the movement of curtains across windows. This means that new blinds and curtains being installed by a contractor will have fixed cords or ball bearing pulls to prevent any danger of asphyxiation to a young child; and a warning notice with the purchasing material. Existing blinds and windows may need to be fitted with safety features to ensure compliance to ensure safety. It is the Landlord's responsibility to make such checks and arrange the fitting of any necessary safety feature. We have no liability if such precautions are not carried out.

30. Energy Performance Certificates

Under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Order 2007 from 1 October 2008 it is a legal requirement to provide any prospective applicant for a tenancy of your property with an Energy Performance Certificate (EPC) produced by an approved Domestic Energy Inspector. Failure to supply one is a criminal offence punishable by a fine. We must provide any prospective applicant with an EPC when we provide them with written details of your property or when they first view it, whichever occurs first. If you already have an EPC (for example because you recently purchased the property) you should supply us with a copy. Otherwise it will be necessary to produce one. We can instruct an inspector on your behalf to provide an EPC. We will charge £114 inc VAT for this service which includes the fee for the Domestic Energy Inspector.

Please note that we will be unable to market your property until we have an EPC.

31. Mail

It is not part of our normal function to forward the Landlord's mail. Therefore no responsibility can be taken for mail sent to you at the Premises. We recommended that you arrange for it to be redirected by the Post Office.

32. Advance Rental Payment

We will collect one calendar month's rent in advance from the proposed tenant upon signature of the tenancy agreement on behalf of the Landlord to be paid to the Landlord in accordance with clause 38.



33. Rent Arrears/Breaches of Covenant

It is your responsibility to take all necessary steps to ensure that actions are taken to protect your interests, including instructing solicitors and commencing legal proceedings to preserve your rights and recover arrears of rent and to defend all actions or other legal proceedings and arbitrations that may be brought against you in connection with the Premises. All costs and disbursements incurred including legal costs and disbursements will be payable by you.

34. Early Departure of Tenant

Should the tenant leave the Premises of their own accord prior to the expiration of the tenancy it is your responsibility to take the appropriate action to recover any outstanding rent from the former tenant.

35. Reimbursement of Agent

You will keep us reimbursed in respect of any claim damage or liability whether criminal or civil suffered from and during the time that we are or were acting on your behalf unless it is due to our negligence or breach of contract. For the avoidance of any doubt we reserve the right to have work carried out on your behalf and to charge you for that work to ensure that you fulfill your contractual and statutory obligations as landlord.

36. Deposits

We will collect a 5 week Deposit together with initial rental payment from the tenant at the commencement of the tenancy and regardless of the service used by the Landlord hold the Deposit in a stakeholder capacity. The Deposit will also be held in an interest bearing Deposit account. Any accrued interest will be used to cover any Bank and administration costs incurred by ourselves. As stakeholder we will be unable to release the Deposit or any part of it to you or the tenant without the other party's written consent. The Deposit or any balance payable will be paid to the Tenant or Landlord as appropriate at the end of the Tenancy.

After the tenancy ends you are entitled with the written consent of the tenant to ask us to deduct from the Deposit any of the following:

- any damage to the Premises and Fixtures and Fittings caused by the Tenant or resulting from any breach of the Terms of this Agreement by the Tenant;
- any damage caused or cleaning required as a result of any pets occupying the Premises (whether or not the Landlord consented to its presence)
- any sum repayable by the Landlord to the local authority where housing benefit has been paid direct to the Landlord by the local authority
- any instalment of the rent which is due but remains unpaid at the end of the Tenancy
- any other breach by the Tenant of the Terms of this Agreement
- any unpaid account or charge for water, electricity or gas or other fuels used by the Tenant in the Premises
- any unpaid telephone charges.

You will need to specify the amounts deducted and the reasons for any deductions made. Provided the two parties agree to the deductions to be made we will send to you the amount agreed between the parties for damage, cleaning, unpaid bills, or unpaid rent and pay the balance if any to the tenant. If the amount of compensation you seek exceeds the amount held as the Deposit, you may require the tenant to pay that additional sum within 14 days of the tenant receiving that demand in writing.

As from April 2007 no landlord will be able to hold a deposit for an AST unless he or his agent is a member of an approved scheme. In order to protect clients we as agent will be holding all deposits as stakeholder as we are a member of an approved scheme. An approved scheme is one approved by government. By signing this Agreement you are agreeing to become a member of the approved scheme of which we are a part.

When the legislation is enforced we must give the tenant certain information at the start of the tenancy which includes his rights under the Housing Act 2004 and the details of the scheme of which we are a member. If the tenant ascertains that we or the landlord are not a member of the specified scheme he can apply to the county court who will make an order to have the deposit returned to the tenant if the tenancy has ended or have it moved into the custodial scheme which is being run on behalf of the government. **The Act contains a further sanction against a landlord which means that the county court will make a further order in favour of the tenant who will be awarded an amount equivalent to three times the Deposit as compensation.**

The regulations under the Housing Act 2004 will apply to all replacement tenancies once the Act is implemented. The definition of a replacement tenancy is a new fixed term. If you currently hold the Deposit for an existing tenancy we will not be able to draw up a new fixed term agreement unless we hold the Deposit; you return it to us if you currently hold it; or you provide proof that it has been transferred to the custodial scheme run on behalf of the government.

We are a member of the Tenancy Deposit Scheme, which is administered by:

The Dispute Service Ltd

PO Box 1255
Hemel Hempstead
Herts
HP1 9GN

Phone: 0845 226 7837
Web: www.thedisputeservice.co.uk
Email: deposits@tds.gb.com
Fax: 01442 253193

If we are instructed by you to hold the Deposit, shall do so under the terms of the Tenancy Deposit Scheme.

At the end of the tenancy covered by the Tenancy Deposit Scheme

- I. If there is no dispute we will keep any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or repay the whole or the balance of the Deposit according to the conditions of the Tenancy Agreement between the Landlord and the Tenant. Payment of the Deposit will be made within 10 working days of written consent from both parties.
- II. If, after 10 working days following notification of a dispute to the us and reasonable attempts have been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit it will (subject to III below) be submitted to the ICE for adjudication. All parties agree to co-operate with any adjudication. A tenant can ask us to repay the Deposit at any time after the Tenancy has ended. You must agree to us releasing promptly any part of the Deposit that does not need to be held back to cover breaches of the Tenancy Agreement. We will take your instructions at the time regarding the amount to be withheld. If the Tenant asks us to repay some or all of the Deposit, and we do not do so within 10 days from and including the date of the Tenant's request, the Tenant can notify the Tenancy Deposit Scheme of a dispute. The Scheme will then direct us to pay the disputed amount to the Scheme. We have 10 days, from and including the date we receive the Scheme's direction, to send in the money. If we protect a Deposit with the Scheme on your behalf, you hereby authorise us to pay to the Scheme as much of the Deposit as the Scheme requires us to send. We will contact you to keep you informed, but we will not need to seek your further authority to send the money to the Scheme. The Tenancy Deposit Scheme will review the Tenant's claim and decide whether it is suitable for independent alternative dispute resolution. Usually, this will take the form of adjudication, but it may involve assisted negotiation or mediation. "Alternative" in this context means an alternative to



court proceedings. It is intended to be a faster and more cost-effective way of resolving disputes

- III. When the amount in dispute is over £5,000 the Landlord and the Tenant will agree by signing the Tenancy Agreement to submit the dispute to formal arbitration through the engagement of an arbitrator appointed by the ICE although, with the written consent of both parties, the ICE may at his discretion accept the dispute for adjudication. The appointment of an arbitrator will incur an administration fee, to be fixed by the Board of The Dispute Service Ltd from time to time, shared equally between the Landlord and the Tenant. The liability for any subsequent costs will be dependent upon the award made by the arbitrator.
- IV. The statutory rights of either you/the Landlord or the Tenant(s) to take legal action against the other party remain unaffected.
- V. It is not compulsory for the parties to refer the dispute to the ICE for adjudication. The parties may, if either party chooses to do so seek the decision of the Court. However, this process may take longer and may incur further costs. Judges may, because it is a condition of the Tenancy Agreement signed by both parties, refer the dispute back to the ICE for adjudication. If the parties do agree that the dispute should be resolved by the ICE, they must accept the decision of the ICE as final and binding.
- VI. If there is a dispute we must remit to The Dispute Service Ltd the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you or we want to contest it. Failure to do so will not delay the adjudication but The Dispute Service Ltd will take appropriate action to recover the deposit and discipline us.
- VII. We must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.
- VIII. The Landlord warrants that all the information he has provided to the Agent is correct to the best of his knowledge and belief. In the event that the Landlord provides incorrect information to the Agent which causes the Agent to suffer loss or causes legal proceedings to be taken the landlord agrees to reimburse and compensate the Agent for all losses suffered.

By signing this Agreement you agree to abide by the regulations of the scheme of which we are a member.

We will charge a fee of £48 inc VAT in order to register the deposit with the TDS. If we have to submit a dispute to the TDS (whether raised by you or the tenant) we will charge a fee of £180 inc VAT to collate and complete the necessary administration. If we have to attend court on your behalf as a witness we will charge a fee of £360 inc VAT.

As from October 2010 the limit for an Assured Shorthold Tenancy increases to £100,000 per year. If Atkinson McLeod does not manage the Premises it will be the responsibility of the Landlord to protect the Deposit and serve the Prescribed Information for the relevant protection scheme used. Failure to do so could render the Landlord liable to court proceedings and a penalty of an amount equal to three times the Deposit plus legal costs.

37. Taxation

You will be liable for tax on rental income and you must inform the Inland Revenue that you are letting the Premises. There are a number of allowances that you can claim against this rental income. You should seek advice on these allowances from your accountant or from the Inland Revenue website which can be accessed on www.hmrc.gov.uk. You must also keep all your invoices for six years for tax purposes. You should also be aware that we forward a form to the Inland Revenue annually detailing all landlords whose property we have let regardless of the country of residence of that landlord.

The Inland Revenue has special rules regarding the collection of tax on rental income if you are a landlord who is resident overseas, or you subsequently move abroad. If you fall into this category it is your responsibility to obtain a tax approval number from the Inland Revenue. The relevant form and guidance notes can be downloaded from the above website. If the tenant pays you direct and he has not received approval from the Inland Revenue to pay the rent gross he must deduct tax and forward that to the Inland Revenue on your behalf

Rent Collection & Managed Services

Until the approval number is given to us by the Inland Revenue we are legally obliged to deduct tax from your rental income at the prevailing rate which is currently 20%. This money is forwarded to the Inland Revenue on a quarterly basis. If you are not accepted into the Non Resident Landlord Scheme and we deduct tax from your lettings income we shall make an administration charge of £300 inc VAT per annum for preparing the quarterly return, your certificate of tax deducted and forwarding monies to the Inland Revenue. No person is exempt from this scheme.

If you require additional information on the operation of the NRL Scheme please contact our Head of Accounts Nicola Singer on 020 7068 7652 or email nicola@atkinsonmcleod.com.

38. Payment of Landlord Accounts

Accounts will be paid within 10 working days of the tenancy commencing. Monies received will be transferred electronically unless otherwise requested. Transfers will be made to the bank details provided in these terms and conditions, landlords should allow for the delay between the rent payment date detailed in the tenancy agreement and the date that they will receive monies from us.

39. Statements and Correspondence

In an effort to reduce our impact on the environment, all statements and correspondence will be emailed rather than posted to the Landlord. Please therefore ensure that the email address provided on these terms is clear to avoid error.

40. Interest on Clients Monies

Any interest accrued on clients' money which we hold will be retained by ourselves to cover bank and administration charges etc.

41. Housing Act 2004

The regulations in the above Act concerning houses in multiple occupation ("HMOs") became law on April 6 2006 and were enforceable from July 2006. There is a general wide definition of the regulations which state that the following are HMOs:

- Student accommodation during term time;
- Properties inhabited by 3 or more people who are not a household and share kitchen and bathroom facilities. A household is defined as parents, grandparents, children, aunts, uncles and cousins.
- A building converted into flats pre June 1992 which does not comply with the Building Regulations 1991, has not been subsequently up-dated to the relevant fire safety standard and where a third or more of the properties are rented on short term tenancies.

The landlord may not have to carry out any action to ensure compliance. The above properties like all private dwellings must comply with the Housing Health and Safety Rating System ("HHSRS") which is the new statistical means of measuring hazards and risk of injury at a property. This system applies to all properties but those falling into the above category are subject to inspection by the environmental health officer. The responsibility for ensuring premises comply is that of the Landlord. If we accept an instruction to let premises and subsequently an order is served to comply with the HHSRS, if we incur any costs for compliance, due to an order being served upon us, you the Landlord agree to reimburse us, within 14 days of written demand or agreeing by



signing this document that the costs may be deducted from the rent or other money received.

Mandatory Licensing

Under the Housing Act 2004 landlords of certain properties where individuals are living as more than one household will need to be licensed by their local authority. If your property falls into this category we will inform you of alterations that the local authority advise may be required to allow you to gain a licence for your Premises. If your Premises potentially require a licence you will either need to obtain a licence from the relevant Local Authority or we will only be able to let your Premises to a single family group.

The Premises will require a licence if it falls into the following definition. If the Premises are 3 storeys or more and has five or more occupiers who do not form one household and share kitchen or bathroom facilities it is subject to mandatory licensing. It is the responsibility of you the Landlord to apply and pay for the licence. We will only offer Premises for let when we are in receipt of a copy of the mandatory licence or a certificate stating that the Landlord has applied for the licence. If you refuse to supply us with a copy of your licence or refuse to obtain one we will not accept any further instruction from you and will take no further part in the letting and management of your Premises. If we are forced to disinstruct ourselves once a tenancy has commenced you will remain liable for our full fees for the initial term of the tenancy. We will inform the tenant and the relevant Local Authority of our reasons for disinstructing ourselves in writing.

Discretionary Licensing

Local authorities can enforce discretionary licensing. We will advise of any regulations we have been made aware of but it is the responsibility of the Landlord to check if the Premises are subject to discretionary licensing and if so to apply and pay for the licence. We will only offer the Premises for let once we have the licence or the certificate proving that the Landlord has applied for one.

Properties that are being let to 3 or more occupiers who do not form one household may require planning consent. It is your responsibility to investigate whether you require and to obtain such consent and we will not be responsible for any consequences of your failure to obtain planning consent. You agree to compensate us for any loss or damage we might suffer due to your failure to obtain the proper planning consent.

42. Withdrawal from Agreed Offer

If an offer has been agreed and you subsequently notify us that you wish to withdraw your acceptance, it may not be possible to withdraw the offer. If an applicant agrees to accommodate your request you should expect to meet reasonable costs and expenses incurred by him or her.

If you instruct us to proceed with the proposed tenancy and subsequently withdraw such instructions you agree to meet the costs of the expenses incurred by the tenant and a contribution towards our advertising costs of £600 inc VAT.

43. Acts of Third Parties

We will not be responsible for any loss or damage that you suffer through the act, default or negligence of any third party which may arise otherwise than through the negligence, omission or failure on the part of Atkinson McLeod Limited. The Contract (Rights of Third Parties) Act 1999 does not apply to this Agreement.

44. Data Protection Act

In order to comply with the Data Protection Act to prevent any unauthorised access to or use of personal data we have the responsibility to keep information confidential and will only use it if fees are not paid and we wish to refer the matter to a debt collector or solicitor; or if we are specifically required to do so by law or to pass it to a government agency by law; when instructing solicitors; to change account details for utility suppliers and the council tax into or out of your name; when a contractor's invoice has not been settled by you.

45. Service of Notices

The provisions for the service of notices are that if either party deliver by hand any Notices or documents which are necessary under the Agreement, or any Act of Parliament to the other party by 5pm at the last known address of the other party; the documents or Notices will be deemed delivered on the next working day which excludes Saturdays Sundays and Bank Holidays; or if any documents or Notices are sent by registered, or recorded delivery post the documents will be deemed delivered upon proof of delivery being obtained; or if the documents or Notices are sent by ordinary first class post addressed to the other party or the last known address of the other party; the documents or Notices will be deemed delivered two working days later, which excludes Saturdays, Sundays and Bank Holidays.

Any legal proceedings to be served in respect of this Agreement which are to be served outside the jurisdiction shall be deemed to be sufficiently served if they are sent by ordinary first-class or airmail post or its equivalent and it is agreed that all legal proceedings may be served in English without the necessity for translation into any other language.

The address for service for the Landlord will be the contact address specified in this Agreement and the address for service for us will be Atkinson McLeod Limited, 45 Westferry Road, London E14 8JH.

46. Service information

We trade as a Limited company registered at Companies House (Reg. No 4242670)

Our VAT number is 790704028.

We are members of the dispute and compensation scheme operated by The Property Ombudsman (www.tpos.co.uk) and our registration number is D00626.

We are members of the Association of Residential Lettings Agent and the National Association of Estate Agents and subscribe to the code of conduct of that organisation.

47. Assignment

We reserve the right to assign our rights and or obligations under this Agreement upon giving you one months' written notice.

48. Definitions

In this Agreement the use of the singular includes the plural and the use of the masculine includes the feminine. If there is more than one person signing as the Landlord all parties will be jointly and severally liable for the obligations contained in this Agreement. Jointly and severally liable means that each person will be responsible for complying with the obligations and paying all charges and costs under this Agreement, both individually and together.

49. Amending Terms and Conditions

No amendment or variation of these terms and conditions will be accepted unless completed in writing by hand and initialled by a director of Atkinson McLeod.

50. Proper Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the law of England and Wales.

51. Right to Rent

The Immigration Act 2014 imposes an obligation on the Landlord to check the passport or other identity documents with the applicant present and to check that any person who requires a visa or work permit holds the valid authorisation and is complying with its terms. We will check this information on your behalf at the start of the Tenancy but if we do not manage the Premises it will be the responsibility of the Landlord to ensure that the work permit or visa are renewed and checks carried out prior to the due date. It will also be the legal responsibility of the Landlord to check any new person forming the Tenant or any additional occupier over the age of eighteen years. Failure to do so could result in a penalty. We have no liability if the Landlord fails to do so.

SCHEDULE 3 – Rent Collection & Management Additional Terms

Rent Collection Service

51. Rent Collection

We will use our best efforts to arrange for a standing order to be set up so that the tenant can send future rent payments direct to us. Monthly statements of account will be sent to you within 10 working days after receipt of cleared funds, less our agreed fees and expenses into your nominated bank or building society account.

You will compensate us within 10 working days of a statement of account from us for payment of all claims costs and expenses incurred as a result of repayments made by us for any overpaid housing benefit.

We cannot be held responsible if the tenant fails to pay the contractual rent unless it is due to our negligence or breach of contract. We will however take action in your name to recover rent arrears by serving the appropriate letter requesting payment to their home address. If this does not have the desired effect we will advise you to instruct specialist solicitors to take further action (please see clause 33 of the General Terms and Conditions). You will be responsible for the legal charges and expenses.

Full Management Service (in addition to the above terms)

52. Maintenance of The Premises

Sections 11 to 16 of the Landlord and Tenant Act 1985 state that you must:

- (a) keep the structure (including the drains, gutters and down pipes) and the exterior of the Premises in good order and repair;
- (b) keep the appliances for supply of gas, electricity and water in good repair;
- (c) keep the appliances for supply of space heating and water heating in repair; and
- (d) keep the sanitary appliances in repair and carry out all repairs within a reasonable time of being notified

By signing and returning this Agreement you give us authority to organise and where necessary supervise minor repairs and routine works to comply with the above, up to a value of £200 including VAT.

We shall retain from the first rental payment £200 which will be held to create a fund ("the Repair Fund").

If repairs or replacements are likely to exceed £200 we will, except in situations we view as emergencies, try to contact you to obtain your specific written authority to incur that expense. If we do not receive contrary instructions from you in writing within 3 days we will proceed with your full authority to act as we deem appropriate having regard to your contractual and statutory obligations. We will levy a supervision charge of 10% (subject to a minimum amount of £300 inc VAT) on to the cost of any protracted refurbishment or building works e.g. when we are required to meet other people at the property. Advise that we are not liable for any loss or damage suffered by you if we are unable to carry out repairs or maintenance because we do not hold any or sufficient funds or the Tenant refuses access; unless the loss or damage is due to our negligence or breach of contract.

We cannot arrange for any works without first holding cleared funds sufficient to meet the liability.

In the event that a British Gas contract is held by the landlord every effort will be made to get the tenant to be present for any appointment's required failing that a charge of £90.00 inc VAT per hour will be charged for Atkinson McLeod to wait at the property.

53. Payment of Other Outgoings

We can, if instructed discharge other liabilities from rental income providing we are holding sufficient funds e.g. pay your ground rent and service charges when you have a leasehold interest in the Premises. It is your responsibility to instruct these service providers to contact ourselves direct. We cannot act on your behalf in connection with any dispute arising from these payments and accept no responsibility if there is a dispute unless it is due to our negligence or breach of contract.

54. Income and Expenditure Summary Report

As part of our management service, within 3 months of a tax year ending, we will send you a summary of income and expenditure associated with the letting of your property to assist with your Self Assessment. This summary is not intended as tax advice. A charge is made for this report of £24 inc VAT.

55. Premises Visits

During the normal course of our day to day management of your Premises we will carry out visits to your Premises approximately every four months provided the Tenant grants access. If the Tenant fails to grant access we will inform you. It is the responsibility of the Landlord to seek legal advice and inform us of any further actions that need to be taken.

A written report will be forwarded to you together with any recommendations. If you require more frequent visits you must notify us in writing as and when you wish these to be carried out during the course of the tenancy. Visits will incur a charge of £60 inc VAT per visit.

Any visit can only pin point obvious visual defects and will not be an expert investigation or structural survey of the Premises. We cannot accept responsibility for hidden or latent defects.

56. Vacant Periods

This Management Service does not include supervision of your Premises when it is vacant (e.g. waiting to be let) unless our lettings staff visit the Premises to show applicants around.

Upon receipt of your written instructions we can arrange for scheduled visits ("Caretaking Service"). There will be an additional charge of £60 inc VAT per visit.

Any visit can only pin point obvious visual defects and will not be an expert investigation or structural survey of the Premises. We cannot accept responsibility for hidden or latent defects.

57. Waiting at Properties

We will try to arrange a mutually convenient time for contractors attending the Premises under your instruction, to undertake work on your behalf to meet the tenant at the Premises. Where this is not possible we may be able to arrange to meet the contractor at the Premises. We will charge waiting time at the Premises at the rate of £90 including VAT per hour.

An example of this would meeting a British Gas engineer undertaking works in relation to a service contract that you may have. It does not apply where we are using our approved contractors.

We do not meet contractors if we do not manage the Premises.

58. Termination of Management

Either party has the right to terminate this Agreement in writing:

- upon the Tenant's vacation;
- or if the other party breaks any important term or condition of this Agreement during a Tenancy where monetary compensation is wholly inadequate.

Either party may withdraw your instructions to manage the Premises upon giving 3 months' written notice. We may terminate our retainer immediately if you are in major breach of any of the terms contained in this Agreement or if you do or do not do something which makes it impossible, impracticable or illegal to continue providing these services.

Our fees and commission however for the Letting Service continue to be payable while any person forming the Tenant who took the Tenancy due to any action or direction of Atkinson McLeod remains in the Premises whether or not we are instructed to act on your behalf.

59. Money Laundering

In order to comply with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2007 we require you to provide us with one proof of identity and one proof of residence, which can be selected from the list below. You should either send us the original documents for copying and returning to you; or provide us with copies certified by a solicitor as genuine. We apologise but we will not be able to accept printouts of online bank statements or utility bills.

List A: Proof of Identity

- Full Passport
- National Identity Card
- Full Driving Licence

List B: Proof of Residence

- Council Tax bill
- Utility bill
- Mortgage statement
- Bank Statement
- Credit or Charge Card Statement.

If you are a public limited company we will require a certified copy of the Certificate of Incorporation. If the company is not quoted we require certified copies of any two of the following documents:

- Memorandum and Articles of Association
- Certificate of Incorporation
- A set of the latest accounts
- The most recent annual Companies House return.

In addition we need proof of identity and residence of one of the directors of the Company.

SCHEDULE 9: Notice of the Right to Cancel (Consumer Landlords Only)

1. If you sign this contract away from our offices, either following face to face negotiations or if all the negotiations have been by phone or email and you have never dealt face to face with our representative, the following applies:
 - a. You have the right to cancel this contract within 14 days without giving any reason;
 - b. The cancellation period will expire after 14 days from the day you sign this Agreement;
 - c. To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement sent to us by post, fax or email. You may use the cancellation form below but it is not obligatory;
 - d. 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;
 - e. If you cancel this contract, we will reimburse to you all payments received from you but subject to clause g below. 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;
 - f. Under the Cancellation Regulations we cannot begin providing you with the service under these terms unless you have requested that we begin the service in writing. You may do this by signing in the relevant place on the signatures page;
 - g. **If you request in writing that we begin performance of the service prior to the end of the cooling off period and subsequently you exercise your right to cancel you shall pay us an amount which is in proportion to the work we have done until you have communicated to us your cancellation.**

.....

Cancellation Form

If you decide to cancel this contract during the Cancellation period you must do so in writing by carrying out one of the actions below:

1. Complete and return the attached Cancellation Notice by delivering, or by sending it by first class post, or by email to:

<<Insert Agent's Name>>
 Address: **<<insert address>>**
 Email:
 Fax:
 at any time within the Cancellation Period;

or

2. Provide the same details in writing to:

<<Insert Agent's address>>
 Address: **<<insert address>>**
 Email:
 Fax:
 At any time within the Cancellation Period.

Your Cancellation Notice takes effect as soon as it is posted or sent.

If you would like to know more about your rights you can contact your local Trading Standards Department, or your nearest Citizens' Advice Bureau.

.....

Complete, detach and return this form only if you wish to cancel the contract

To: <<insert Agent's name>>

Address: <<insert address>>

Email:

I/We hereby give notice that I/we cancel my/our contract for the service as set out in these terms of business.

Ordered on: <<insert date these terms were signed>>

Name(s)

Address:

Signature(s)

Postcode

Date:



SCHEDULE 4 – Landlord & Property Details

Landlord details

(Note if signing on behalf of a company, 'Memorandum and Articles or Association' must be supplied')

Landlord Full Name:

Correspondence Address

Postcode:

Contact Details

Work Telephone:

Mobile Telephone:

Home Telephone:

Email:

Bank Details

Bank Name:

Account Name:

8 Digit Account Number

Sort Code:

- -

Property Details

Property Address:

Postcode

Local Authority

Council Tax Band (tick box)

A B C D E F G H

No of beds (tick box)

1 2 3 4 5

Parking facility: (tick box)

Yes

No

If yes, please describe below:

.....

Information for Management Service Only

Porter

Is there a porter at the property?

Yes

No

Porter Full Name

Telephone:

Email

Alarm

Is there an alarm system at the property?

Yes

No

Location

Code & Arm/Disarm details

Additional Access Information

Is there a security keypad code?

Yes

No

Code details

(if subject to change please ensure we are advised)

Managing Agents

If you have a managing agent, please provide details

Company Name

Telephone

Email

Advise Location of the Following

Gas meter:

Electricity Meter

Immersion Heater/Switch

Stopcock

Fusebox

Water Tank

BRITISH GAS – please supply details of any cover held

Policy type held:

Policy Number:

Appliances and utilities covered:



Canary Wharf Office

45 Westferry Road
London
E14 8JH
T 020 7001 9670
E canarywharf@atkinsonmcleod.com

City Office

135 & 143 Leaman Street
London
E1 8EY
T 020 7488 5555
E city@atkinsonmcleod.com

Balham Office

31 Bedford Hill
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Hackney Office

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Kennington Office

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