

DRUCE
LETTING SERVICE
&
TERMS OF BUSINESS

PART 1 – DEFINITIONS

DRUCE (known as Druce Marylebone Limited) of **61 Weymouth Street, Marylebone, London W1G 8NR**, its offices, subsidiary companies and franchisees (current or future) and its successors in title or assignees, confirm that in these Terms and Conditions the definitions and expressions below have the following meanings:-

“We” and **“Us”** means Druce & Co Limited, their assignees or successors in title.

“You” or **“The Landlord”** means any one or more individuals or a corporate entity that has the legal right as Freeholder or Leaseholder to let the property. If there is more than one individual defined as Landlord then each individual will be jointly and severally liable for all obligations in this contract, which means that each individual will be responsible for complying with the obligations and paying all charges and costs under this Agreement, both as an individually and together.

“Tenant” means any one or more individuals or corporate entities named as Tenant of the Property introduced by Druce in the Tenancy Agreement.

“Property” means any part or parts of the building, boundaries, fences, garden and outbuildings belonging to the Landlord specified in the instruction letter. When the Property is part of a large building, the Property includes the use of common access ways and facilities and also includes any fixtures and furniture belonging to the Landlord.

“The Tenancy Agreement” means the written contract between Landlord and the Tenant setting out the terms of the Tenancy.

“The Tenancy” means the full period (whether a fixed term or periodic) during which the Tenant rents the Property from the Landlord including any subsequent extensions or renewals, and all periods during which the Tenant shall remain in occupation of the Property.

“The Term” means the length of the initial letting period and any subsequent period that the Tenant remains in the Property.

“Rent” means any payment made by the Tenant or the Agent(s) of the Tenant for the use of the Property whether expressed to be Rent, a premium or any other form of consideration for the grant, extension or renewal of the Tenancy whether paid directly by the Tenant or gained from other means such as deduction from the Deposit.

“Deposit” means the sum of money lodged with the Agent by the Tenant in a Stakeholder capacity at the start of the Tenancy to cover any damage or loss caused by the Tenant’s failure to comply with his/her obligations during the Tenancy. Any balance after deduction costs must be returned to the Tenant.

“Stakeholder” means that the Agent must obtain written consent from both the Landlord and the Tenant before it can release any part of the Deposit to either party at the end of the Tenancy.

“Jointly and Severally Liable” means that each person signing the Confirmation of Instruction will be responsible for complying with the obligations of and paying all charges and costs under this Agreement both individually and together.

“Inventory and Schedule of Condition” means the document drawn up prior to the commencement of the Tenancy by the independent inventory clerk, which includes the fixtures and fittings in the Property.

“TDS” means The Dispute Service whose details are shown in the Tenancy Agreement.

“Arbitration” means the hearing and determining of a dispute.

“DPS” means the Deposit Protection Scheme.

“Agreement” means this Terms of Business signed between DRUCE and the Landlord.

In this Agreement the use of the singular includes the plural and the use of the masculine includes the feminine.

Acceptance of the DRUCE Terms and Conditions forms a legal agreement; and this agreement shall be interpreted according to English law. Any dispute arising from or in relation to it shall be subject to the jurisdiction of the courts of England and Wales.

Any introduction to the Property made by DRUCE directly or indirectly which results in a Tenancy be it New or a Takeover or an Extension of Lease will be deemed chargeable under the agreed terms relating to fees.

PART 2 – PRE INSTRUCTION REQUIREMENTS

2.1 SUBLETTING

If you are a Tenant or a Lessee, it is essential that:

- The intended letting is permitted by your Lease;
- The intended letting is for a period expiring prior to the end of your Lease;
- Your Landlord's written permission is obtained in writing prior to the sub-letting. Permission may be subject to a fee.
- You obtain a copy of the conditions in your Head Lease, which needs to become obligations of the sub-tenant and be attached to the Tenancy Agreement. If the obligations are not attached then the Tenant does not need to abide by them. This may mean you are in breach of your superior Lease and legal action could be taken against you resulting in forfeiture of your Lease and you being liable for all legal costs of the superior Landlord.

2.2 MORTGAGES

Where the Property is subject to a mortgage, permission is normally required from the Mortgagee to let or sub-let the Property. We require you to confirm that you have obtained your mortgagee's permission in writing to sub-let. Please note that applying for permission after a Tenant has been found could prejudice the Tenancy as permission can take time.

Your Mortgagee may impose conditions on the type of Tenant or obligations that must be included within the Tenancy Agreement.

It is your obligation to advise DRUCE prior to the Tenancy starting of any existing conditions or obligations. Obligations cannot be imposed upon a Tenant once a Tenancy has been finalised without the Tenant's expressed consent, which they would be under no obligation to provide. Any breach of your mortgage conditions could result in repossession of the Property from the Mortgage provider.

2.3 INSURANCES

You must ensure that the building and contents insurance cover is adequate and the policy covers furnished lettings, as many households' policies do not automatically provide such cover.

You must inform your insurer that the Property is being let, otherwise your insurance may be void and any claims rejected.

You should also check that your insurance policies include third party liability to protect you if the Tenant or a visitor to the Property sues for personal injury. You must provide DRUCE with a copy of the relevant sections of the policies to attach to the Tenancy Agreement at the start of the Tenancy.

DRUCE cannot be held responsible for the renewal of your insurance cover due to changes in legislation. We strongly recommend you arrange for an insurance policy, which covers loss of rent and contents, and legal expenses.

2.4 LICENSING

If there is more than one household in the Property meaning the people living there are not related the Property will be known as a House in Multiple Occupation ("HMO"). Depending upon the number of unrelated occupiers the Property may require a license from the local authority. It is up to you as the Landlord to make enquires with the local authority and gain the necessary license, if required. DRUCE will not let out the Property if a license is required and has not been obtained. We will not accept liability for any failure of the Landlord to obtain the relevant license or failure of the Landlord where they have not met the requirements set by the local authority in obtaining the license. No Tenant can commence until DRUCE are satisfied that these requirements have been carried out. Further details

of your obligations are set out later in this agreement under the heading Housing Act 2004.

2.5 FITTINGS AND EQUIPMENT

You must ensure that all equipment, electrical or otherwise provided with the Property is operational, safe and, if possible recently serviced prior to the commencement of a Tenancy. Under the Consumer Protection Act 1987 it is your responsibility to ensure that any item supplied with rental premises is safe.

You will also need to ensure that your Property is compliant with the Housing and Planning Act 2016 in that an electrical safety check has been carried out within the last 5 years.

2.6 THE FURNITURE AND FURNISHINGS (FIRE)(SAFETY) REGULATIONS 1988 (AS AMENDED)

By signing this contract you are confirming to DRUCE that all furniture and furnishings in the Property to be let and included in the letting (whether originally provided or added during the Tenancy) fully comply with the Furniture and Furnishings (Fire) (Safety) (Amendments) Regulations 1993. These Regulations state that all upholstered furniture must carry a permanent label showing that the items, including fillings, are match resistant, cigarette resistant and have passed the ignitability test. The items that must comply are:

- All upholstered furniture;
- Three piece suites;
- Beds and divans including the upholstered bases;
- Padded headboards;
- Sofa-Beds, Futons and other convertibles;
- Furniture with loose or fitted covers;
- Children's furniture;
- Cots and other items used by a baby or small child;
- Cushions and seat pads;
- High-chairs;
- Mattresses of any size;
- Pillows;
- Garden Furniture which may be used indoors;

By signing this contract, you give DRUCE authority to remove and dispose of, or store any non-compliant furniture at your expense. We can replace any non-compliant items if necessary for the smooth running of the Tenancy, at your expense.

2.7 THE GAS SAFETY (INSTALLATION AND USE) REGULATION 1998 (AS AMENDED)

All gas equipment, pipe work and appliances must accord with these Regulations which means an annual safety check must be carried out and any repair work undertaken by a Gas Safety Registered installer. Records must be kept of the work undertaken. A safety inspection must be completed annually and a copy of the Gas Safety Certificate ("GSC") provided to the Tenant at the start of the Tenancy and within 28 days of the renewal of the GSC. You warrant to DRUCE that you have and will continue to comply with these Regulations. If you do not provide DRUCE with a copy of the GSC at least 7 days before a Tenancy commences DRUCE reserves the right to have the safety check carried out at your expense and deduct the cost from the initial rent payment. NO TENANCY CAN COMMENCE UNTIL DRUCE ARE IN RECEIPT OF A VALID GSC. If you ask us to use your contractor, we will require proof of his professional qualification and a copy of his public liability insurance prior to instruction.

2.8 THE EPC (ENERGY PERFORMANCE CERTIFICATE) REGULATIONS 2008

All rented Property must have an EPC and since April 2018 the minimum rating must be an "E" otherwise the Property cannot be let. An EPC lasts for ten years after which it must be renewed. We will provide a copy of the EPC to the Tenant at the start of the Tenancy and if the Property is managed we will arrange a further inspection by a Domestic Energy Assessor to ensure that there is always a valid EPC. If we do not manage the Property, the Landlord has the responsibility to renew an EPC, if relevant. Failure to have a valid EPC may mean that a Section 21 Notice cannot be served. NO TENANCY CAN COMMENCE UNTIL DRUCE ARE IN RECEIPT OF AN EPC.

2.9 THE ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994

You warrant DRUCE that ALL electrical appliances, plugs, sockets and wiring in the Property and the electrical supply is 'safe'; will not cause 'danger'; and complies with statutory requirements. All new electrical appliances must carry a 'CE' mark and instruction booklets or clear working instructions must be supplied for all appliances otherwise they must be removed from the Property.

2.10 REPAIRS AND STATUTORY OBLIGATIONS

(a) As the Landlord you have statutory repairing obligations under the Landlord and Tenant Act 1985 section 11 which means you must keep in good repair and good order:

1. The structure of the Property including drains, gutters and down pipes;
2. Appliances for space heating and water heating;
3. Sanitary appliances;
4. Installations for the supply of water, gas and electricity.

Where DRUCE is the Managing Agent then this clause 2.8 and clause 2.9 applies during the whole of the Tenant period. DRUCE has the authority from you to carry out repairs to the Property (including the replacement, maintenance, servicing, or repair of any furniture, furnishings, appliances, equipment, or machinery) up to the limited of £700.00 including VAT without requiring authority from the Landlord.

(b) Housing Health and Safety Rating System ("HHSRS")

The intention of the HHSRS is to ensure that owners maintain their properties in a safe manner, which means they must be free from hazards that may affect the occupier's health and or safety. The environmental Health Officer if called to a Property will review the Property to ensure there is no risk of any hazards to the Tenant and if necessary take enforcement action by serving the relevant notice on an owner. Owners are obliged to comply with the terms of improvement notices or prohibition orders, which are subject to rights of appeal. If DRUCE are instructed as the Managing Agent, the Landlord must ensure that we are able to arrange necessary work and ensure that adequate funds are available to do so to comply with any notice or order.

2.11 RIGHT TO RENT

The immigration Act 2014 imposes an obligation on the Landlord to check the passport or other identity documents of all adults (aged 18 years and over) who will be residing at the Property at the start of the Tenancy or thereafter. The person must be in the presence of the Landlord or the Agent to check that any person who requires a visa or work permit holds the valid authorisation and is complying with its terms. DRUCE will check this information at the start of the Tenancy but if we do not manage the Property it will be the responsibility of the Landlord to ensure that the visa or work permit is renewed every twelve months; or the date of renewal of the visa or work permit if later and the relevant Rights to Rent checks are carried out by the Landlord on any new or additional residential occupiers at the Property. DRUCE has no liability if the Landlord fails to do so.

2.12 DRUCE has the authority to carry out any appropriate action necessary and to incur any reasonable expenditure we deem necessary in an emergency or to comply with all relevant Statutes and Regulations. In particular, DRUCE may instruct any CORGI engineer at your expense to

carry out any repairs, or works needed to comply with any recommendation or requirement relating to any gas appliance or pipe work in the Property.

Any works carried out in accordance with the clause would be done entirely at the discretion of DRUCE. We reserve the right to not carry out further works in the event that we are not in sufficient funds to do so and accept no liability if the necessary works are not carried as a result.

2.13 You agree to fully reimburse and compensate DRUCE against all reasonable costs, claims, damages, expenses and other payments made under this authority or arising out of any breach of non-observance or non-performance by you of any Statutory obligations or Regulations, Rules and Orders, unless it is due to the negligence or material breach of contract of DRUCE or their employees.

2.14 You agree to endorse all reasonable actions of DRUCE in their performance of their management services and to compensate DRUCE for all reasonable costs, claims, payments and expenses including the payment of council tax for any other tax for the Property incurred by DRUCE, unless it is due to negligence or breach of contract of DRUCE or their employees.

2.15 DRUCE cannot arrange for any works without first holding cleared funds sufficient to meet the liability. We have no liability for any loss or damage suffered if we do not hold funds and we are unable to arrange any necessary works unless the loss or damage is due to our negligence or breach of contract.

2.16 You will need to let DRUCE know of any material information that could affect any proposed Tenancy or may affect an applicant's decision to take out a Tenancy. You will also need to ensure that all the information he has provided to DRUCE is correct to the best of his knowledge and belief. If the Landlord provides incorrect information to DRUCE, which causes us to suffer loss or causes legal proceedings to be taken, the Landlord agrees to reimburse and compensate us for all losses suffered.

2.17 DATA PROTECTION

In accordance with the provisions set out in the General Data Protection Regulations ("GDPR"), DRUCE will hold all data provided as data controller. Details of how your data or that of the Tenant will be taken, held and used is set out in our Privacy Policy ("the Policy") that is provided supplemental to these terms. A copy of the Policy can also be found on our website www.druce.com. If you have any questions regarding the storage or use of the data please refer to the Policy or direct the question to Lesley Sorbie at LS@druce.com.

PART 3 – COMMISSION AND FEE SUMMARY

3.1 LETTING (INCLUDING RENT COLLECTION)

12% of the total rent, inclusive of VAT

3.2 LETTING (INCLUDING RENT COLLECTION) AND MANAGEMENT

18% of the total rent, inclusive of VAT

3.3 FURNISHING/REFURBISHMENTS

12% of the Total Expenditure, inclusive of VAT at the prevailing rate.

PART 4 – COMMISSION AND FEES

4.1 When DRUCE finds a Tenant who is accepted by you or whom you have given us authority to accept on your behalf and who completes and signs the Tenancy Agreement, our commission will be charged as follows

4.1.1 12% inclusive of VAT of the total rent, premium or other monies payable under the terms of the Tenancy Agreement for the entire length of the Tenancy; the total amount of the commission falls due at the commencement of each Tenancy and/or Extension and will be deducted from the initial and subsequent rent, premium, or other money payment(s) received from the Tenant or payable within 14 days of invoice by DRUCE.

4.1.2 The above fee of 12% includes the receiving of rent due on your behalf and the accounting of the rents, premium or other monies to you. The fee is charged six-monthly or annually.

4.1.3 If the Tenancy is extended to the Tenant or Occupier, commission is payable to us at the rate of 12% of the total rent, premium or other monies under the terms of that Tenancy inclusive of VAT, whether or not negotiated by DRUCE.

4.1.4 An additional 6% of the total rent, premium, or other monies payable under the terms of the total rent, premium, or other monies payable under the terms of the Tenancy Agreement inclusive of VAT for the demand of rent plus our full Management Service and accounting to you is payable from the rent, premium, or other monies collected. In the event of rent or other money default, an invoice will be sent to you separately and is payable within 14 days of invoice by DRUCE. The fee is charged monthly or quarterly as above.

4.1.5 In cases where we are not required to collect rent or other monies throughout the Tenancy, it is our policy to receive the initial rent, premium or other money payment or payments, from the Tenant in order to meet our commission.

4.1.6 In all cases an Administration Charge of £268.00 including VAT shall be paid by you upon the commencement of the Tenancy, for the preparation of the Tenancy Agreement.

4.1.7 Our minimum Letting Commission is £ inclusive of VAT

4.1.8 Our minimum Management Commission is £ inclusive of VAT

4.1.9 Your attention is drawn to clauses 6.6, 6.7, 6.8, 6.9, 7.5 and 7.20 concerning additional fees.

PART 5 – DESCRIPTION OF SERVICES

5.1 LETTING SERVICE (INCLUDING RENT COLLECTION)

The services included for our Commission rate of 12% inclusive of VAT are:

- 5.1.1 Introduction of a prospective Tenant for the Property;
- 5.1.2 Where possible DRUCE will take up suitable references and/or credit references for your approval. We will instruct an independent approved referencing company to carry out the reference checks and forward on to you for review. We cannot accept liability for the accuracy of the information or any loss the Landlord may suffer as a result of accepting an applicant as a Tenant;
- 5.1.3 Negotiating the terms of the Tenancy between you and the Tenant;
- 5.1.4 Collecting and holding the Deposit (as Stakeholder) payable by the Tenant against Rent arrears, damage and any breach of the Tenancy as stipulated in the Tenancy Agreement (see Part 7);
- 5.1.5 Making every effort to notify service companies (telephone, gas, water and electricity) and the local authority at the commencement of the Tenancy. However, some suppliers will not take instructions from us and insist you notify them direct. In order to comply with this clause the Landlord will need to provide DRUCE with details of the necessary suppliers;
- 5.1.6 The receipt of Rent, premium or other money on your behalf;
- 5.1.7 The demand of Rent or other money on the absence of payment, which will take the form of a series of letters to the Tenant requesting payment. We do not pay rent or other money to you unless we are in receipt of cleared funds;
- 5.1.8 The forwarding of net rents or other money to yourself or your bank. If the Rent is received in cheque form, it can take ten days for cheques to clear through the UK banking system. Any monies disputed will be without prejudice to final clearance;
- 5.1.9 The preparation and submission of regular income statement to you and or your accountant.

5.2 LETTING SERVICE (INCLUDING RENT COLLECTION) AND MANAGEMENT

- 5.2.1. All services detailed in 5.1 above;
- 5.2.2. Making every effort to notify service companies (telephone, gas, water, electricity) and the local authority at the commencement and termination of the Tenancy.
- 5.2.3. **OUTGOINGS**
DRUCE will pay out Rent, premium or other money received current outgoings such as ground rent, Council Tax, Insurance Premiums and any Service Charge and/or Maintenance Charge or similar contribution to shared expense and account to you quarterly, provided you have arranged for the invoices to be sent to us. DRUCE must be placed in sufficient funds at the commencement of the Tenancy and during the term of the management, to enable us to meet all expenditure prior to the rent collection dates. We are not liable for any losses suffered by you if we do not hold sufficient funds to make payments on your behalf unless due to our negligence or material breach of contract. In order to comply with this clause, the Landlord will need to provide DRUCE with details of the necessary suppliers and where and how payments need to be made;
- 5.2.4. You are expected to instruct the Insurance Company, the Local Authority, etc., to send their accounts to us. Although we will do our best query any obvious discrepancies it must be understood that we are entitled to accept and pay without question demands and accounts which appear to be in order;
- 5.2.5. In particular, we cannot accept responsibility for the inadequacy of any insurance cover or for the verification of service or maintenance charge demands or estimates where applicable. It is important that we receive full written instructions regarding any insurance premiums you wish us to pay;
- 5.2.6. We cannot query any insurance premium due to changes in legislation nor can we process an insurance claim on your behalf.
- 5.2.7. **REPAIRS AND REPLACEMENT**
DRUCE shall deal with day-to-day management matters including minor repairs up to a maximum of £700.00 including VAT for any one item. Except in an emergency, wherever practical, estimates are obtained and submitted to you for approval of works, redecoration, renewal or repairs. We cannot arrange for any works without first holding cleared funds sufficient to meet the liability;
- 5.2.8. DRUCE have no liability for any loss or damage suffered if we do not hold funds and are unable to arrange any necessary work unless the loss or damage is due to our negligence or breach of contract. A Property Management Sheet will be supplied for completion by you prior to the commencement of the Tenancy and it is important that you provide us with as much information as possible to aid the smooth management of the Property;
- 5.2.9. **PROPERTY VISITS AND DEFECTS**
Our Management Service will include non-expert investigation of defects, which come to our notice or are clearly and adequately brought to our attention by the Tenant. It is standard for a representative from our property management department to inspect the Property approximately every six months subject to being provided with reasonable access by the Tenant. If instructed by you we shall visit the Property on extra occasions at an additional charge of £200.00 including VAT per visit, again subject to suitable access being provided by the Tenant;

5.2.10. Any visit can extend only to apparent and obvious defects and will not be a survey of the Property. We cannot accept responsibility for hidden or latent defects;

5.2.11. **TERMS OF MANAGEMENT APPOINTMENT:** Except in cases where you intend to re-occupy the Property and where special arrangements are made, our management appointment is for the initial letting period and thereafter as long as the Tenancy continues subject to three months' written notice to terminate by the Landlord or DRUCE;

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

5.2.12.1. Upon the Tenant's vacation of the Property or the end of the Tenancy whichever is the later;

5.2.12.2. If DRUCE breaks any important terms or conditions contained in this Agreement during the Term of a Tenancy Agreement where thirty days written notice of the breach has been given by the other party; the breach has not been remedied and monetary compensation is wholly inadequate;

5.2.12.3. If the Landlord is in major breach of any of the terms contained in this Agreement or of the Landlord does or does not do something which makes it impossible, impractical or illegal for DRUCE to continue to perform the obligations under this Agreement;

5.2.12.4. Either party carries out or suggests that the other should carry out any firm of unlawful discrimination;

5.2.12.5. Either party terminates this Agreement for any reason by giving the other not less than 3 months' notice; subject to the minimum fee set out in this Agreement, the Landlord will remain liable for Commission at the Letting rate percentage as described above and for any fees or costs DRUCE might incur in transferring obligations to the Landlord or to another nominated party.

5.2.13. DRUCE must be placed in sufficient funds at the commencement and if necessary, during the period of management, to enable us to meet all expenditure prior to the rent collection dates. It is essential that we hold a working balance as we cannot undertake to meet any outgoings beyond the available cash in our funds on your account. We cannot be held responsible for any losses, or damage suffered to the Property if we do not hold funds to enable us to carry out work on your behalf, unless due to our negligence or breach of contract.

5.2.14. VOID PERIODS

Our Management Service does not include security or supervision of the Property when it is untenanted.

Instructions can be given to us in writing for visits for a fee of £200 including VAT for each additional visit. The fee and written instructions must be made in advance.

Any visit can extend only to apparent and obvious defects and will not be a structural survey of the Property. We cannot accept responsibility for hidden or latent defects, nor will we arrange for repairs unless we are in receipt of cleared funds and consent for payment of our fees.

5.2.15. FURNISHING/REFURBISHMENT

We have considerable experience in dealing with partial or total furnishing and refurbishment of properties. If we are instructed to arrange this work, our fee of 10% plus VAT of the total cost will be payable by You. No work will be started until we have a signed copy of our Terms of

Business and you have given us sufficient monies to pay the cost of the work. DRUCE are not liable for any loss suffered if we do not hold cleared funds and written authority from you of our instruction unless due to our negligence or material breach of contract.

PART 6 – GENERAL INFORMATION

6.1 THE RENT

Unless otherwise agreed, the Rent or premium quoted to the Tenant by DRUCE on your behalf must be inclusive of any outgoings for which the Landlord is responsible (Ground Rent, Service Charges, etc.) with the exception of gas, electricity, the telephone service, water charges including sewerage and environmental charges and fuel oil where there is an independent oil fired heating system. Any Rent or premium requested by DRUCE on your behalf will not include reference to council tax. This charge will normally be levied separately on the occupants of the Property but in some cases a local authority may wish to charge you, the Landlord if the Property is deemed to be in multiple occupation.

6.2 RENT REMITTANCES

Present banking arrangements are such that it is necessary for DRUCE to allow approximately 3 days before transferring monies to clients' accounts. Any monies dispatched will be without prejudice to final clearance.

6.3 INVENTORIES

DRUCE can, if required, instruct established independent inventory clerks to act on Your behalf upon the basis that You bear responsibility for their charges. While care will be taken in giving your instructions to inventory clerks, DRUCE cannot accept liability for any error or omission on their part, since they are not in our employ, unless it is due to negligence of DRUCE or their employees. If You do not have an inventory and schedule of condition you will not be able to prove the condition of the Property 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.

6.4 TENANCY AGREEMENT

Unless we are instructed otherwise, we use our standard form of Tenancy Agreement. Landlords instructing their own Solicitors to prepare an Agreement will be responsible for their Solicitors' fees. DRUCE reserve the right to charge at the rate of £75.00 including VAT if your solicitor makes substantial amendments to our standard documents so that we can review and familiar ourselves with the changes.

6.5 INSTRUCTIONS TO SOLICITORS

You will be informed of any Rent arrears or breaches of the Tenancy brought to our attention. However, if legal action is required, you will be responsible for locating your own Solicitor and for all associated costs.

6.6 THE TAXES ACT 1988 AND THE TAXATION OF INCOME FROM LAND (NON RESIDENTS) REGULATIONS 1995

You are responsible for notifying the Inland Revenue of the Tenancy, as incoming arising from residential lettings is assessable to UK tax. However, there are a number of deductions that can be made before tax is assessed. Further information can be obtained from a tax accountant or from the Inland Revenue website www.gov.uk/government/organisations/hm-revenue-customs. You must also keep all your invoices for six years for tax purposes. You should be aware that we forward a form to the Inland Revenue annually detailing all landlords whose property we have let and collected rent regardless of the country of residence of that Landlord.

Where the Landlord of the Property resides abroad, the Inland Revenue will hold us, as your Agent, responsible for the payment of any tax liability, which arises on rents collected by us on your behalf, unless an Approval

Number is provided by the Inland Revenue pursuant to the Finance Act 1995. The Approval Number can be obtained by filling in the relevant form, which can be obtained from the website or direct from the Inland Revenue. Each Landlord must complete a form. Further information can be obtained from the HMRC link www.gov.uk/tax-uk-income-live-abroad/rent.

Accordingly, if you are resident abroad, it will be necessary for us to deduct monies at the appropriate rate and hold such an amount so deducted to your credit until either an Approval Number has been received or until these monies are forwarded to the Inland Revenue which are now obliged to do on a quarterly basis.

Similarly, if at present you live within the UK but subsequently move abroad, it will be necessary for us to commence this deduction from the time you leave the country. The monies deducted will be held until the quarterly returns are made to the Inland Revenue and will not earn interest on your behalf.

The eventual liability for tax may be less than the amount forwarded to HMIT. In this event, you will have to liaise with the Inspector of Taxes directly and DRUCE will not be liable for any refunds. We regret the necessity to make such deductions but we have no alternative in view of our legal responsibility to meet the tax liability on your behalf. We therefore ask you let us know as soon as possible, who will be dealing with your tax affairs in this country.

Should you at present reside within the UK but subsequently move abroad, please let us know the name of your Accountants or Tax Advisers at that time. If you are not accepted for the Non Resident Landlord Scheme, we shall make an administration charge of £250.00 inclusive of VAT, per annum for forwarding monies to the Inland Revenue.

The above is intended as a useful guide but in no way should be used in place of taking Your own tax advice, as necessary.

6.7 COURTS AND TRIBUNALS

Applications for fair rent or appearances before the Rent Officer, Rent Assessment Committee or any other Court or Tribunal will be by special arrangement only and will form the subject of an additional charge of £180.00 per hour, inclusive of VAT and expenses.

6.8 WAITING AT THE PROPERTY

If you instruct a contractor to attend the Property who is unable to collect keys from our offices or give specific date and time to call, we will charge waiting time at the Property of £55.00 per hour, inclusive of VAT

6.9 LANDLORD AND TENANT ACT 1987

If your address is outside England and Wales, then we must provide the Tenant with an address within England and Wales to which notices (including Notices in Proceedings), may be served on you. Unless otherwise instructed, if your address is outside, we will use the address of our Property Management division for this purpose during such period if we manage the Property. If we do not manage the Property, you must make alternative arrangements to provide an address within England and Wales. Although we will endeavour to forward any notices to you promptly, we cannot accept liability for any loss or damage incurred directly or indirectly from our actions unless it is due to our negligence or misuse or of our employees.

6.10 INTEREST AND COMMISSION

Any interest and commission earned by DRUCE on any monies held on your behalf such as working funds or monies in transit will not be credited to your account. It should be noted however that no charges will be raised for the banking costs incurred by DRUCE in operating the account.

6.11 COLLECTING RENT

When receiving Rent from the Tenant on your behalf, this will be done where possible by use of a Standing Order mandate unless you instruct us

to the contrary in writing. DRUCE cannot be held liable for any loss or charges suffered, if the Tenant subsequently cancels the Standing Order Mandate or refuses to sign and chooses to pay by some other means.

6.12 INSTRUCTIONS

Instructions are accepted by DRUCE upon these Terms and Conditions. Any variation must be agreed in writing with DRUCE and annexed to these Terms and Conditions.

6.13 ACTS OF THIRD PARTIES

DRUCE will not be responsible for any loss or damage that you may 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 DRUCE.

6.14 MONEY LAUNDERING

In order to comply with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2017 we require you to provide DRUCE with one proof of identity and one proof of residence, which can be selected from the list below. You can either send us the original documents for copying and returned back to you; or provide us with copies certified by a solicitor as genuine.

• LIST A – PROOF OF IDENTITY

Passport
National Identity Card
Full Driving Licence

• LIST B – PROOF OF RESIDENCE

Bank/Building Society Statement
Credit Card Statement
Council Tax Bill
Mortgage Statement
Utility Bill (dated within 3 months)

If you are a Company, which is quoted on the London Stock Exchange, we will require a certified copy of the Certificate of Incorporation. If the Company is not quoted we require certified copies of two of the following documents:

Certificate of Incorporation
Memorandum and Articles of Association
The recent set of Accounts
The last Annual Return/Confirmation Statement

In addition, we need proof of Identity and Residence of two of the Directors.

6.15 SERVICE OF NOTICES

The provisions for the service of notices are 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 or at the last known address of the other party; the documents or Notices will be deemed delivered on the next working day which excludes the Weekend and Bank Holidays. 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. If the documents or Notices are sent by ordinary First-Class post addressed to the other party or at the last known address of the other party; the documents or Notices will be deemed delivered two working days later, which excludes the Weekends and Bank Holidays.

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 DRUCE MARYLEBONE LIMITED, of 61 Weymouth Street, Marylebone, London W1G 8NR.

PART 7 – DAMAGE, BREACH OF TENANCY AND THE DEPOSIT

7.1 DRUCE hold the Deposit during the Tenancy as Stakeholder which means we owe a duty of care to both Landlord and Tenant to see that the Deposit is paid out correctly after damage and the costs of any breach are assessed. The deposit or any balance payable will be paid to the Tenant or the Landlord (as appropriate) without interest.

7.2 Our Standard Tenancy Agreement provides that upon the end of the tenancy an Independent Inventory Clerk appointed by DRUCE will determine whether there is any damage, or cleaning needed but not the cost of the damage, or breach of the Tenancy including cleaning.

7.3 If DRUCE do not manage the Property then you will need to instruct an Inventory Clerk at the end of the Tenancy to do so on your behalf. You will then agree directly with the Tenant the total cost to be deducted from the Deposit based upon the Inventory Check-Out Report. DRUCE are unable to release deposit monies to you or the Tenant without the prior agreement of both parties in writing of the amount to be paid out.

7.4 If DRUCE do manage the Property we will arrange for those items to be costed and with the consent of both parties the appropriate amount taken from the Deposit. We will then pay out this sum to you and pay any balance back to the Tenant.

7.5 Any work done by our staff in trying to resolve any dispute will be charged to you at the rate of £750.00 inclusive of VAT.

7.6 DRUCE is part of the Tenancy Deposit Scheme (“TDS”)

7.7 To comply with Tenancy Deposit Protection legislation, the Agent is a member of the Tenancy Deposit Scheme, which is administered by

The Dispute Services Limited (“TDS” or “Tenancy Deposit Scheme”)

1 Progression Centre

42 Mark Road

Hemel Hempstead

HP2 7DW

Phone 0800 037 1000

Web www.tenancydepositscheme.com

Email deposits@tenancydepositscheme.com

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

7.9 AT THE END OF THE TENANCY COVERED BY THE TENANCY DEPOSIT SCHEME

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 with the Landlord and the Tenant. Payment of the Deposit will be made within 10 working days of written consent by both parties.

7.10 If, after 10 days following notification of a dispute to DRUCE 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 the clause below) be submitted to TDS for adjudication. All parties agree to co-operate with any adjudication.

7.11 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. DRUCE will take your instructions at the time regarding the amount to be withheld.

7.12 If the Tenant ask 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 TDS 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 transfer the money.

7.13 If we protect a Deposit with the Scheme on your behalf, you hereby authorise DRUCE to pay to the Scheme as much of the Deposit as the Scheme requires us to pay. We will contact you to keep you informed, but we will not need to seek further authority to send the money to the Scheme.

7.14 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 negotiations or mediation. “Alternative” in this context means an alternative to court proceedings. It is intended to be faster and more cost effective way of resolving disputes. The Scheme does not make a charge to Landlords or Tenants for using the alternative dispute resolution service if it relates to an AST.

7.15 If the Tenant’ claim is referred for alternative dispute resolution, DRUCE and the Landlord will be invited to accept or contest the claim. You must notify the Scheme whether you agree to submit the dispute for alternative dispute resolution within 10 Working Days from (but not including) the date of the Scheme’s communication to you. If you do not respond to the Scheme by the deadline, you will be treated as having given your consent to the alternative dispute resolution.

7.16 Agents and Landlords are permitted to refer to a dispute about the Deposit to the Tenancy Deposit Scheme. If you or we refer a Deposit dispute to the Scheme, the Scheme will contact the Tenant to confirm whether the Tenant will agree to alternative dispute resolution. If there are joint persons, forming the Tenant, all joint persons must agree. A Tenant who does not reply to the Scheme is NOT deemed to consent to the alternative dispute resolution. If the Tenant (or all joint persons forming the Tenant) do not agree to alternative dispute resolution, and do not agree to the Deposit deduction(s) you claim, you will need to begin court proceedings if you wish to pursue your claim.

7.17 If the parties agree to adjudication, the adjudicator’s decision is final and there is no right of appeal. Further information about adjudication is available free to download from www.tenancydepositscheme.com.

7.18 The Tenancy Deposit Scheme will pay the dispute amount to the person(s) entitled within 10 days beginning on the date the Scheme receives notice of (a) the adjudicator’s decision; or (b) an order from the Court that has become final; or (c) an agreement being reached between the Landlord and the Tenant.

7.19 If you order any work to be done at the Property before a dispute has been resolved, you do so at your own risk. There is no guarantee, if you incur expenses, that a dispute will ultimately be resolved in your favour.

7.20 If DRUCE have to prepare documentation in the form of photocopies or other relevant publishing matter we will charge £100.00 inclusive of VAT for this service. If DRUCE have to attend Court on your behalf as a witness we will charge a fee of £180.00 inclusive of VAT, per hour.

7.21 If DRUCE manage your Property we will retain 50% of the last months’ rent to enable us to market your Property and find a new Tenant with a minimum delay. This may be necessary if a Tenant disputes any deduction and the Landlord has to refer the matter to the TDS to gain compensation for his loss from the Deposit.

7.22 DEPOSITS HELD OUTSIDE OF THE TDS

If you decide to hold the Deposit yourself, we will transfer it to you within 5 days of receiving the funds. You must then register it with another Tenancy Deposit Protection Scheme within a further 25 days, if the Tenancy is an Assured Shorthold Tenancy (“AST”). If you fail to do so, the Tenant can take legal action against you in the county Court. The Court will make an order stating that you must pay the Deposit back to the Tenant or lodge it with the custodial scheme, which is known as the Deposit Protection Scheme. In addition, a further order will be made requiring you to pay compensation to the Tenant of an amount equal to three times the Deposit. You will be

unable to serve a Section 21 Notice on your Tenant until compliance with the above conditions and the Court will not grant you a possession order. DRUCE has no liability for any loss suffered if you fail to comply. Should a claim be made against DRUCE as a result of the Landlord's failure to comply with the requirements to protect the deposit, then you agree to indemnify DRUCE against all losses and costs suffered.

OR

If you decide to hold the Deposit and the Tenancy is an Assured Shorthold Tenancy you must specify to us prior to the start of the Tenancy under which other Tenancy Deposit Protection Scheme the Deposit will be covered. If the Deposit is covered by Tenancy Deposit Solutions you must provide proof of membership together with a copy of the Insurance policy before the Deposit can be released. If the Deposit is to be sent to the custodial scheme known as the Deposit Protection Scheme we will forward the Deposit to the DPS and register the details of the Tenancy on your behalf.

OR

We provide you with a cheque for the Deposit amount made payable to the Deposit Protection Scheme.

7.23 HOUSING ACT 2004

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

- *Student accommodation during term time;*
- *Properties inhabited by three 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 we believe that your Property falls into this category we will inform you of this fact and of the alterations that we have been informed by the local authority may be required to allow you to gain a licence for your Property. If your Property 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 Property will require a licence if they fall into the following definition. If the Property has five or more occupiers who do not form one household and share kitchen and bathroom facilities they are subject to mandatory licensing. It is the responsibility of you, as the Landlord to apply and pay for the licence. We will only offer Property 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 dis-instruct 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 for our reasons for dis-instructing ourselves in writing.

To avoid any doubt or any confusion as the Legal Owner, Landlord or Landlord's Representative you will be liable for the following fees as listed below and all fees where applicable as set out in this document - By signing below, you agree to adhere by these Terms and make payment(s) to DRUCE as and when required.

PART 8 – NOTICE OF THE RIGHT TO CANCEL

If you sign this contract away from our offices; either following a face-to-face negotiation or if all the negotiations have been by telephone, or email and you have never dealt face-to-face with our representatives, the following applies:

- You have the Right to Cancel this contract within 14 days without giving any reason;
- The Cancellation Period will expire after 14 days from the day you sign the contract;
- To exercise the Right to Cancel, you must inform us of your decision to cancel this contract by a clear statement sent to DRUCE by post or email. You may wish to use the Cancellation Form annexed but it is not obligatory;
- 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;
- 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;
- 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;
- 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 BE LIABLE TO PAY DRUCE AN AMOUNT WHICH IS IN PROPORTION TO THE WORK WE HAVE DONE UNTIL YOU HAVE COMMUNICATED TO US YOUR CANCELLATION.

PART 9 – SUMMARY OF LETTING TERMS OF BUSINESS

LETTING SERVICE (INCLUDING RENT COLLECTION) 12%

LETTING & MANAGEMENT SERVICE 18%

PRE-TENANCY FEE (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item), if not provided on instruction or undertaken by the Landlord

Energy Performance Certificate (EPC)	£96.00
Gas Safety Certificate (GSC)	£100.00
Electrical Installation Condition Report (EICR)	£420.00
Portable Appliance Test (PAT)	£180.00
Legionella Risk Assessment	£1,000.00
Installation of Smoke Alarms/Carbon Monoxide	£120.00
Testing Smoke Alarms/Carbon Monoxide detectors	£55.00
Handling Local Authority Licensing application	£100.00
Visual Check in compliance with the Homes Act 2018	£55.00

START OF TENANCY FEES **£268.00**

Referencing for up to two tenants (ID Checks, Right to Rent Check, Financial Credit Checks, obtaining References from current or previous Employers/Landlords and any other relevant information to assess affordability) including contract negotiations (agreeing and amending terms) and arranging the signing of the Tenancy Agreement.

ADDITIONAL TENANT REFERENCING FEES **£44.00**

Charged per Tenant

GUARANTORS FEES **£44.00**

Includes credit referencing and preparing of a Deed of Guarantee (or as part of the Tenancy Agreement)

PERMITTED OCCUPIER FEES **£44.00**

Explanation to any permitted occupier their rights and responsibilities towards the named Tenant(s) and Landlord.

DEPOSIT REGISTRATION FEES **£30.00**

Register Landlord and Tenant(s) detail and protect the security Deposit with a Government-authorised Scheme. Provide the Tenant(s) with the Deposit Certificate and Prescribed information within 30 days of the Tenancy start date.

INVENTORY FEES

Dependent on the number of bedrooms and/or size of the Property and any outbuildings. Cost Schedule available upon request.

ACCOMPANIED CHECK-IN FEES **£200.00**

Attending the property to welcome the Tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

LANDLORD WITHDRAWAL FEES **£200.00**

To cover the costs associated with the marketing, advertising and tenancy set-up should the Landlord withdraw from the Tenancy prior to the move-in date.

CHECK-OUT FEES **£200.00**

Attending the Property to undertake an updated Schedule of Condition based on the original inventory and negotiating repayment of the security Deposit.

TENANCY DISPUTE FEES **£750.00**

Includes the costs associated with the preparation of all evidence and submitting the case to the Tenancy Deposit Scheme as well as dealing with all correspondence relating to the dispute. This only applies when the DRUCE has protected the Deposit.

LEGAL NOTICES FEES **£250.00**

For the preparation and service of a Section 8 Notice or Section 21 Notice together with all associated documentation.

COURT ATTENDANCE **£180.00**

Charged per hour

All services are inclusive of VAT at the prevailing rate. Please refer to the Terms of Business.

PART 10 – DRUCE MARYLEBONE TEAM

LETTINGS

Kristina Bailey – Lettings Manager

Paul Thomson – Lettings Negotiator

Rozie Wahlia – Lettings Negotiator

Zoe Watts – Lettings Administrator

SALES

Simon Hedley – Sales Manager

Sukey Brecher – Sales Negotiator

Tony Daly – Sales Negotiator

Lesley Sorbie – Sales Administrator

RESIDENTIAL LETTINGS MANAGER

Maxine Nicola William – Property Manager

ACCOUNTS

Craig Dean – Senior Finance Officer

MARYLEBONE

61 Weymouth Street, Marylebone, London W1G 8NR

020 7935 6535

Website www.druce.com

Twitter @druceandco

Request for DRUCE to commence marketing of the Property and all other services as set out in this contract during the cancellation period as set out in the Notice of the Right to Cancel, above.

If you are entitled to a 14-day cooling off period as set out, we will not begin performance of the service unless you have requested us to do so in writing. You may request us to do so by signing below.

I/WE hereby give notice that I/WE have read the Notice of the Right to Cancel and I/WE request you to begin marketing the Property for SALE/LET and all other services as set out in this contract.

Ordered on [Insert date these terms were signed]

Name(s)

Address

Signature

Date

PLEASE DO NOT SIGN THE ABOVE UNLESS YOU WISH DRUCE TO COMMENCE MARKETING YOUR PROPERTY IMMEDIATELY

I/WE* wish to undertake the following services from DRUCE

LETTING SERVICE (INCLUDING RENT COLLECTION) 12%
In accordance with Part 5 Clause 5.1 detailed above

LETTING AND MANAGEMENT (INCLUDING RENT COLLECTION) 18%
In accordance with Part 5, Clause 5.2 detailed above

SIGNED _____ DATE _____
LANDLORD

SIGNED _____ DATE _____
LANDLORD

THIS PAGE MUST BE RETURNED BACK TO DRUCE SIGNED

CERTIFICATE OF OWNERSHIP

I/We* hereby certify that I/We* (jointly) own the Property known as

_____ (“The Property”)

Which I/We* have instructed DRUCE to LET (and MANAGE)* and that the Property was my/our* private residence (Yes/No)* at the time and if there are joint owners that both/all are aware of and agree to the letting of the Property.

I/We* confirm that there is no major repairs, construction or maintenance work of which I/We* are aware due to be carried out to the Property, or any adjoining property which the Property form part apart from as noted below.

I/We* certify that I/We* are resident/non-resident* in the UK for tax purposes and that my/our* address is

SIGNED

DATE

NAME

SIGNED

DATE

NAME

SIGNED

DATE

NAME

PLEASE SIGN BOTH COPIES OF THE TERMS OF CONDITIONS, RETURNING ONE COPY TO THE LETTINGS DEPARTMENT AT YOUR EARLIEST
CONVENIENCE AS RECEIPT OF THE FORM WILL ALLOW OUR OFFICE TO COMMENCE ACTIVELY MARKETING YOUR PROPERTY

THIS PAGE MUST BE RETURNED BACK TO DRUCE SIGNED

CANCELLATION FORM

If you decide to cancel this contract during the Cancellation Period, you must do so in writing in the manner stated below

1. Complete and return the attached Cancellation Notice by delivering , or sending it by First Class post or by electronic mail to the following address at any time within the Cancellation Period

DRUCE MARYLEBONE LIMITED
61 Weymouth Street
Marylebone
London
W1G 8NR

Email lettings@druce.com

OR

2. Provide the same details in writing to the following address at any time within the Cancellation Period

DRUCE MARYLEBONE LIMITED
61 Weymouth Street
Marylebone
London
W1G 8NR

Email lettings@druce.com

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 the nearest Citizens' Advice Bureau.

COMPLETE, DETACH AND RETURN THIS FORM ONLY IF YOU WISH TO CANCEL THE CONTRACT

To

DRUCE MARYLEBONE LIMITED
61 Weymouth Street
Marylebone
London
W1G 8NR

Email lettings@druce.com

I/WE hereby give notice that I/WE cancel my/our contract for the service as set out in these Terms of Business, effective immediately.

Ordered on

Name (s)

Address

Signature(s)

Date