

## **Vacant Management Service**

We offer a Vacant Management Service for properties which are not occupied. The charge for this service is £100 plus VAT per calendar month, with a minimum charge of £200 plus VAT and we will provide the following as part of this service. The minimum charge will be waived if the Vacant Management Service is provided immediately prior to Wilfords London managing the property on a long let.

### **1. Property Visits**

We will visit the Property once a month, during our normal office hours, and report to the Landlord if necessary. Additional visits can be made at the Landlord's request subject to a charge of £50 plus VAT per visit.

Please note that this is not a structural survey and we are only able to report on the apparent visual condition. We cannot accept any responsibility for hidden or latent defects or for failure to notice anything concealed from us.

### **2. Repairs highlighted on the check out report**

Upon request we can agree to organise repairs as highlighted on the check out report. Please note that if items are required to be purchased as replacements or additions, this service will be subject to a fee of £50 plus VAT.

### **3. Utilities**

We will contact the utility providers, where applicable, for electricity, gas and water, and the local council tax department and inform them to send the bills in your name to us for payment, without liability on our part.

### **4. Maintenance**

We will deal with any routine maintenance that occurs during the vacant management period. All expenditure will be detailed on your statement.

### **5. Required Works**

If there are any works required by the Landlord, we can agree to oversee these works, subject to an arrangement fee of 10% plus VAT of the cost of the work, with a minimum charge of £100 plus VAT.

### **6. Payment of Property Related Charges**

We will pay invoices relating to service and maintenance charges, in respect of the Property where we have been advised which charges we are required to pay and the relevant authorities have been advised to forward demands for payment to us.

Please note that we are not authorised to make payments to insurance or mortgage providers.

### **7. Post**

We advise you to redirect all mail to your forwarding address, but can upon request collect the post on a monthly basis and forward onto you. The cost of postage will be charged to your account.

### **8. Keys**

We will retain one full set of keys logged in our secure key system.

I have read and understood the terms and conditions for vacant property management and instruct Wilfords London to proceed on this basis.

Signed