

# The Letting Centre: Publications Price List and Order Form

Ref. Code	Description	£
<b>PRE-PRINTED FORMS:</b>		
PA02	Assured Shorthold Agreement ( <i>pack 50</i> )	£ 28.00
PA01	General Tenancy Agreement ( <i>pack 50</i> )	£ 28.00
<b>INFORMATION LEAFLETS - per 50 (min order):</b>		
N.B. - <i>Lower prices available on larger quantities - please call</i> <i>Leaflets are zero-rated for VAT.</i>		
L02	A brief guide to Lettings & Tax	£ 12.00
L03	Overseas Landlords and Tax	£ 12.00
L04	Furniture & Furnishings Regs	£ 12.00
L05	Lettings and the Gas Safety Regs	£ 12.00
L07	Lettings & Electrical Safety Requirements	£ 12.00
LH1	Leaflet Holder ( <i>perspex</i> )	£ 6.50
<b>NOTICES &amp; STANDARD FORMS:</b>		
SF01	<b>HOUSING ACT 1988/96 FORMS:</b> Set	£ 30.00
Includes: Notice of Landlord's Address (s.48) Possession Notice - Fixed Term Tenancy (s.21(1)b) Possession Notice - Periodic Tenancy (s.21(4)a) Notice of Letting under HA1988, Sch. 2 (Grounds 1-5) Notice of Seeking Possession. Assured/AST tenancy (s.8) Notice of New Rent for Assured/AST tenancy (s. 13) Tenant's Notice Proposing AST (Assured tenancy) Notice Proposing Different Terms for a periodic tenancy Notice Proposing AST (agricultural tenancy) Notice of Assured Tenancy Rent Assessment Application <b>Word versions of all above forms on disk</b>		
M01	<b>MANAGEMENT FORMS:</b> Complete Set	£ 30.00
Callout/Inspection Form Client Ledger Form Landlord Enquiries Form Tenant Enquiries Form Inspection Report Form Landlord Statement Standing Order Mandate Form Tenant Details Form Maintenance Report Log <b>Word versions of all above forms on disk</b>		
<b>BOOKS/ PROFESSIONAL LETTING PACKS:</b>		
H120	The Letting Handbook	£ 75.00
H121	Handbook Revision Service (per annum)	£ 24.00
Inv	Property Investor (by Malcolm Walton)	£ 12.99
P10	Agency Agreement Pack	£ 35.00
P11	Possession & Rent Arrears Pack	£ 35.00
P12	Startup Pack (call for details)	£200.00
<b>Professional Series AGREEMENTS AND FORMS:</b>		
In addition to the pre-printed forms which are covered by copyright and barrister approved, our <b>Professional Series</b> of letting agreements can be individually customised and include comprehensive drafting notes. Annual licences should be purchased so that firms may reproduce the agreement on a word processor or copier for their own use.		
A02	Assured Shorthold Agreement ( <i>Let Only</i> )	£ 75.00
A03	Assured Shorthold Agreement ( <i>Agent Version</i> )	£ 75.00
A05	Company Letting Agreement	£ 75.00
G01	Guarantor Agreement*	£ 50.00
<b>Guarantor Agreement does not require licence.</b>		
LIC	Annual Licence Fee (per agreement/per annum)	£ 60.00
<i>Licence year runs Jan-Dec. Initial fee pro-rated accordingly.</i>		

*Please supply me with the following:*

Ref.	& Description	Quantity	Total
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
		Sub - total	.....
		less discount*	.....
Please add £3.00 p&p for orders that total less than £50			.....
All forms and agreements are subject to VAT @ 15% (Please <b>do not</b> add VAT to books, packs or leaflets)			.....
		<b>TOTAL</b>	.....

Please accept my order as indicated subject to the standard terms and conditions given overleaf. (Please allow 21 days for delivery)

Name:(Miss/Mr/Mrs).....

Company Name: .....

Address:.....

.....

Signed:.....Date:.....

Tel. No.....Email:.....

\*Subscribers to the *Letting Update Journal* are entitled to a discount of 20% on all standard Letting Centre Publications. This discount does not apply to annual licences (*i.e. Professional Series* tenancy agreements)

## Professional Series Agreements

The **Professional Series** tenancy agreements published by the Letting Centre are unique in that they are available under licence and come complete with an update service and Drafting Notes which provide comprehensive information about the use of tenancy agreements, recent legal precedents, restrictions on term, stamp duty etc. The Drafting Notes also include over 40 standard clauses that can be added to the tenancy agreement in individual situations.

The agreements are revised and checked annually by a specialist housing lawyer and can be tailored individually according to each firm's requirements. The standard agreements have also been approved by the major lenders.

*Professional Series* tenancy agreements include:

- Standard master form (including disk - Word 97 format)
- **Professional Series Drafting & Guidance Notes**
- **Professional Series** Licence (renewable annually)
- Notification of any legal changes during the licence period.

The licence renewal fee for each agreement is currently £60 per annum per office and includes any legal updates during the licence period.

Further details on request from:

The Letting Centre  
27B Bailey Ind. Estate  
Sturminster Marshall  
WIMBORNE, BH21 4DB

**Tel: 0845 33 11 22 4**

**Fax: 0845 33 11 22 5**



**Website: www.letlink.co.uk**

# Terms and Conditions

The general terms and conditions of sale below apply to The Letting Centre Ltd hereinafter known as the Letting Centre.

**1. GENERAL.** These terms and conditions which supersede previous conditions, shall apply to all trading between the Letting Centre and the customer. Acceptance by the Letting Centre of an order is conditional upon acceptance by the customer of the following conditions which override all other terms and conditions inconsistent therewith, express or implied. No variation of these conditions shall be binding upon the Letting Centre unless previously agreed by The Letting Centre.

**2. MINIMUM CHARGE.** The Letting Centre reserves the right to make a charge for postage and packing when the value of products ordered totals less than £50.

**3. PAYMENT TERMS & INTEREST.** Goods or services are payable in advance unless offered otherwise in writing. Credit terms will be made available on selected products and our terms in this instance are strictly 30 days. Any amounts not received in full by the date due will incur interest at the rate of 2% per month accruing daily.

**4. SPECIFICATION.** Specifications, descriptions and prices for products are given in good faith and current at time of printing. However, errors may occur in preparation and printing of literature and ongoing development may cause specific features to change. Orders are thus accepted subject to product availability and current specification.

**5. COPYRIGHT.** All forms and other publications are strictly copyright. No part or parts of any document may be stored in any retrieval system or reproduced or transmitted in any form by means of electronic, mechanical or reprographic reproduction or recording or otherwise without prior written agreement or licence from the Letting Centre. (see para 6 below).

**6. LICENCE FOR USE OF DRAFTED FORMS AND AGREEMENTS.**

Certain Letting Centre agreements, forms and other documents (otherwise known as the Forms) prepared by ourselves may be provided to the customer under an annual subscription licence. These Forms are made available under the following conditions:

- (i) The customer (in this case known as the Licence Holder) is granted a licence to use and reproduce the Forms only at the address or premises detailed on the licence (the 'Registered Office') unless otherwise specified and agreed in writing.
- (ii) The licence is valid until the specified licence renewal date on payment of the initial drafting fee ('Draft fee'). The licence is renewed by payment of the annual licence fee ('Licence Fee').
- (iii) The Licence Holder may only use the Forms within the letting or property management business at the Registered Office of the Licence Holder.
- (iv) The Forms may not be resold individually or in bulk or otherwise used outside the business of the subscriber company or firm.
- (v) The Licence Fee is payable annually in advance at the beginning of each year and may be varied at the discretion of the Letting Centre.
- (vi) The Licence Holder shall display and include the appropriate copyright notice as supplied with the original Forms in any copy or reproduction (whether in whole or in part) of the Forms.
- (vii) This agreement may be terminated by either party giving written notice to the other at least 30 days before the end of the licence period.
- (viii) The Letting Centre may terminate this agreement forthwith in the event of breach of or failure to comply with any of the terms hereof by the Licence Holder.
- (ix) For a period up to 36 months from the date of this agreement, the Licence Holder agrees to supply the Letting Centre on demand within 7 days, information relating to and copies of agreements and forms currently being used by the Licence Holder. The use of Letting Centre Forms without licence or the failure to provide adequate information in this respect shall render the company or firm liable to pay the full annual licence fee at the current rate.
- (x) The Licence Holder is required to notify the Letting Centre if the Licence Holder wishes to discontinue the licence otherwise it will be assumed on renewal that the licence is to continue

**7. VARIATION.** The Letting Centre may vary this Agreement at any time or times by way of 28 days written notice to the customer or subscriber.

**8. INDEMNITY.** The Customer accepts that any documents or products supplied by the Letting Centre are to be used with adequate prior knowledge of the law of landlord and tenant and indemnifies the Letting Centre against any debts, claims or other liabilities that may occur through their use or misuse.