DEVELOPMENT
SERVICES
8 APR 2003
RECEIVED

Instruction to Letting Agents and confirmation of new tenancies:

DEVELOPMENT
SERVICES
8 APR 2003
RECEIV

TIM DICKINSON
PROPERTY SERVICES (Lettings & Sales)
Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

Specialists in Estate Agency, residential property letting and sales.

Dear Landlord

Re: The Tenancy Deposit Scheme

As you may be aware the Government have introduced a 'Tenancy Deposit Scheme', which came into effect on the 6th April 2007. Any tenancy entered into after that date is affected by the scheme. This will also include any tenancy renewed after that date for which paperwork is prepared.

Tim Dickinson Property Services is now a registered member of the Tenancy Deposit Scheme. We now hold the deposit* as 'stakeholder'. *(Deposit previously referred to as 'bond'). Attached are details informing you of your obligations as Landlord (prepared by the governing body), which you are required to sign and return as confirmation of your awareness and acceptance of the scheme. (Copy for your retention and copy to be returned to us as quickly as possible.) Without this we will not be able to enter into an Agreement with the tenant whereby we retain the deposit.

The scheme is mandatory.

On this occasion as we are transferring an existing tenancy to the scheme we will not make a charge. However, unfortunately due to the costs involved for membership of the scheme and the additional paperwork created, it will now be necessary to make a one-off charge per *new* letting, we envisage this to be in the region of £20 plus V.A.T (£23.50). This will be deducted from the first month's rent.

If you have any queries please do not hesitate to contact us, we will endeavour to answer them. Alternatively full details of how the scheme operates can be found on the Internet http://www.thedisputeservice.co.uk together with a leaflet '*What is the Tenancy Deposit Scheme? – An explanatory leaflet for landlords and tenants*'.

Yours faithfully

TJ Dickinson FNAEA

04/07

DEVELOPMENT SERVICES
8 APR 2007
RECEIVED

TIM DICKINSON
PROPERTY SERVICES (Lettings & Sales)
Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

Ref. TD/SD/1/07/685/L

Specialists in Estate Agency, residential property letting and sales.

Mr & Mrs F Bliss
Elm Barn
Stoke Lane
Higham-on-the-Hill
Nuneaton
Warwickshire
CV13 6ES

13th February 2007

Dear Mr & Mrs Bliss

Re: The Annexe to Elm Barn, Stoke Lane, Higham-on-the-Hill

I am writing to confirm that I have now offered an Assured Shorthold Tenancy Agreement to Miss DJ Suffolk for a period of six months from the 16th February 2007, at the agreed rent of £550 per calendar month, exclusive and unfurnished.

Please note the Agreement will be prepared for signature by you. I will countersign it on your behalf. However, if possible would you please call into the Office before Friday 16th February to sign the tenants copy. Our copy will remain on file for signature at your earliest convenience.

We will deduct from the first month's rent the arrangement fee of £120 + V.A.T. (£141) and 10% management charges of £55 + V.A.T. (£64.63). The balance of £344.37 will be paid to you direct by cheque. (Please note that the bank requires at least 5 working days to give clearance on cheques. Therefore, if any *future* rents are paid by cheque, it will be approximately 10 days *after we have received the cheque* before it will be paid to you.)

We are currently operating a Rent Guarantee Scheme through our referencing service. *(See enclosure.)* The policy covers rent arrears for the initial six month term and includes all legal expenses relating to gaining vacant possession through non payment of rent. **Note this only covers the applicants who have been referenced.** We are providing this protection free of charge.

We may be able to offer continued cover after the initial six month term. Please note there will be a minimum charge of £55 inc V.A.T. in respect of the renewal premium, together with our charge for the paperwork. We will need to be advised when you inform us of your intention to re-let.

I trust that this meets with your approval, but if there are any queries in the meantime, please do not hesitate to contact us.

Yours sincerely,



T J Dickinson FNAEA

DEVELOPMENT SERVICES
8 APR 2005
RECEIVED

TIM DICKINSON
PROPERTY SERVICES (Lettings & Sales)

Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

Ref: TD/SD/5/02/685/L

Specialists in Estate Agency, residential property letting and sales.

Mr & Mrs F Bliss
Elm Barn
Stoke Lane
Higham-on-the-Hill
Nuneaton
Warwickshire
CV13 6ES

14th July 2005

Dear Mr & Mrs Bliss

Re: The Annexe to Elm Barn, Stoke Lane, Higham-on-the-Hill

I am writing to confirm that I have now offered a further tenancy of the above property to Mr & Mrs MJ Ashby on a *fixed** twelve month Assured Shorthold term from the 1st August 2005, at the agreed rental of £525 per calendar month, exclusive, the tenancy to terminate 31st July 2006. On this occasion we will be preparing a new Agreement. **This will extend your rental guarantee cover for 12 months, however as last year we have confirmed to Mr & Mrs Ashby that you will treat the tenancy as a 'month to month' tenancy. I.e. one month's clear notice in writing can be given by the tenant to terminate the tenancy prior to the termination date.*

Please note the Agreement will be prepared for signature by yourself. I will countersign it on your behalf.

As discussed will deduct *5% management charges of £26.25 plus V.A.T. (£30.84) from each months' rent collected, and continue to pay the balance to you by cheque.. There will be a charge of £15.00 plus V.A.T. (£17.62) to cover the cost of administration and paperwork, **together with guaranteed rent extension of £50.** This will be invoiced to you when the new Agreement has been signed, and deducted from the next rent paid.

*I confirm that under the 5% management charges we will continue to prepare Notices and new Agreements/hold overs on a 12 monthly basis. We will also continue rent guarantee cover for a period of 12 months currently £50 per year. We will collect the rent and pay it to you on a monthly basis as before. However, we will no longer carry out management visits and understand that all repairs etc will be dealt with directly between you and Mr & Mrs Ashby.

We trust that this meets with your approval, but if there are any queries please do not hesitate to contact us.

Yours sincerely,

TJ Dickinson FNAEA

DEVELOPMENT
SERVICES
8 APR 2004
RECEIVED

TIM DICKINSON
PROPERTY SERVICES (Lettings & Sales)
Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

Ref: TD/SD/5/02/685/L

Specialists in Estate Agency, residential property letting and sales.

Mr & Mrs F Bliss
Elm Barn
Stoke Lane
Higham-on-the-Hill
Nuneaton
Warwickshire
CV13 6ES

16th June 2004

Dear Mr & Mrs Bliss

Re: The Annexe to Elm Barn, Stoke Lane, Higham-on-the-Hill

I am writing to confirm that I have now offered a further tenancy of the above property to Mr & Mrs MJ Ashby on a *fixed** twelve month Assured Shorthold term from the 1st August 2004, at the agreed rental of £525 per calendar month, exclusive, the tenancy to terminate 31st July 2005. On this occasion, we will be preparing a new Agreement. **This will extend your rental guarantee cover for 12 months, however as last year we have confirmed to Mr & Mrs Ashby that you will treat the tenancy as a 'month to month' tenancy, i.e. one month's clear notice in writing can be given by the tenant to terminate the tenancy prior to the termination date.*

You are required to serve *two* months clear notice together with Notice - Section 21(IV)(B) to terminate the tenancy prior to this date.

Please note the Agreement will be prepared for signature by yourself. I will countersign it on your behalf.

There will be a charge of £15.00 plus V.A.T. (£17.62) to cover the cost of administration and paperwork in respect of the above, **together with guaranteed rent extension of £50**. This will be invoiced to you when the new Agreement has been signed, and deducted from the next rent paid.

We trust that this meets with your approval, but if there are any queries please do not hesitate to contact us.

Yours sincerely,

T. J. Dickinson F.N.A.E.A.

TIM DICKINSON
PROPERTY SERVICES (Lettings & Sales)

Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

DEVELOPMENT SERVICES REC

Ref. TD/SD/5/02/685/L

Specialists in Estate Agency, residential property letting and sales.

Mr & Mrs Bliss
Elm Barn
Stoke Lane
Higham-on-the-Hill
Nuneaton
Warwickshire
CV13 6ES

22nd May 2002

Dear Mr & Mrs Bliss

Re: Annexe to Elm Barn, Stoke Lane, Higham-on-the-Hill

Further to my visit to the above property 13th May 2002 and your telephone call today, I am writing to confirm our instructions to place the property on our register for letting at £550 per calendar month, exclusive, and unfurnished. The tenant is to be responsible for all outgoings in respect of the property, i.e. water rates, council tax, electricity and where applicable, gas.

I understand that you wish to let the property as soon as possible on an Assured Shorthold Agreement for a minimum period of six months. We will prepare all agreements for signature by yourself and I will countersign them as your Agent. You will be legally bound for the whole term of the tenancy.

I would point out that any Bank or Building Society with whom the property is mortgaged, should be notified that you intend to let the property in the near future. Likewise, the Insurance Company covering both the building and the contents should also be informed. We will also require a current Gas Safety Certificate from a Corgi registered, A.C.O.P.S. approved, gas installer, in respect of all gas appliances and gas central heating to the property. Please note a certificate will still be required if there are not any appliances but gas is installed at the property. We also recommend you have a 'safety' check carried out for electricity and electrical equipment, and obtain the relevant certificate.

Whilst writing, I confirm that our fee for arranging the letting (including the Agreement) is £150 plus V.A.T., and the management charges of 10% plus V.A.T. will be deducted from the rent collected. The balance of rent will be paid monthly into your nominated Bank or Building Society account. You will be liable for tax on the rents received and ***we will leave it to you to deal directly with your own tax office.***

We are currently operating a Rent Guarantee Scheme. This will guarantee payment of rent for the initial period, excluding the first month's lost rent, at no charge to you. However, if a tenant extends the tenancy beyond the initial six month period you will be liable for the renewal premium, which is currently £50. This will guarantee the rent for a further six months, (excluding the first month's lost rent) and also cover the cost of any court action if the tenant had to be evicted for non-payment of

rent. The charge will be automatically deducted from the rent. This charge is non-refundable even if the tenant does not complete the whole six month term. Please be advised that if the insurance cover is not re-newed, we will not be liable for chasing any unpaid rent after the initial 7/14/21 day late letters. Any work involved persuing the tenant through the Courts will be charged to you and your responsibility. If you wish to take out additional cover please see enclosed leaflet. (This charge is only in respect of insurance renewal, our charges for renewal of tenancy i.e. 'hold over' or new Agreement will still apply – please refer to our Guidance Notes or contact us directly.)

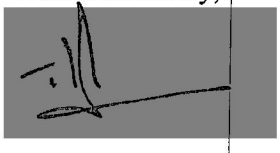
Please note that there will be a withdrawal charge of £50.00 plus V.A.T. (£58.75) if the property is withdrawn when a tenant has been found, or if the property is withdrawn *before* a suitable tenant has been found, a fee of £25.00 plus V.A.T. (£29.38) will be levied to cover costs for advertising, photographs and other out-of-pocket expenses. Please refer to our details of service and guidance notes for further information, or contact us directly.

If you terminate your contract with us while still retaining the tenant found by us you will be liable for our management fees whilst the tenant remains in the property. If a tenant we have introduced to the property, subsequently purchases the property, a fixed fee of £250 plus V.A.T. will be levied. If we are instructed to negotiate the sale our fees applicable at the time will be applied.

If our terms of service are acceptable to you, please sign the enclosed copy of this letter and return it to us in the stamped addressed envelope provided. On receipt of this we will proceed to advertise the property for letting.

I trust that this all meets with your approval, but if there are any queries, please do not hesitate to contact me.

Yours sincerely,



T J Dickinson FNAEA

Received, the original letter of which this is a true copy. I/We agree to the details of service as stated.

Signed ..... Dated .....

Please also initial and date the bottom of the first page as verification of sight of the whole document..

returned
31.5.02.

TIM DICKINSON

PROPERTY SERVICES (Lettings & Sales)

Catherine House, 12 Coventry Road, Hinckley, Leics. LE10 0JT.
Telephone: (01455) 636979 Fax: (01455) 619980
E-mail: enquiries@tim-dickinson.co.uk Website: www.tim-dickinson.co.uk

DEVELOPMENT SERVICES
8 APR 2002
RECEIVED

Specialists in Estate Agency, residential property letting and sales.

Ref. TD/SD

Mr & Mrs Bliss
Elm Barn
Stoke Lane
Higham-on-the-Hill
Nuneaton
Warwickshire
CV13 6ES

17th May 2002

Dear Mr & Mrs Bliss

Re: Granny Annexe, Elm Barn, Stoke Lane

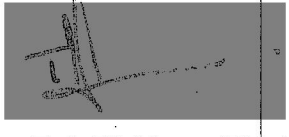
I refer to my visit to the above mentioned property 13th May 2002, and I would suggest a rental asking figure of £550 per calendar month, exclusive and unfurnished (with a bond of £800).

I would recommend that the property is let on an Assured Shorthold Agreement for a period of 6 months.

Our fees are £150 plus V.A.T. for the arrangement of the letting and 10% plus V.A.T. management charges to be deducted from the rent collected. However, should you wish to manage the property yourself, our fees in respect of administration further to the initial letting are as follows: £15 plus V.A.T. for serving the relevant Notice at the appropriate time to terminate the Tenancy; £30 plus V.A.T. for the preparation of the relevant Notice and new Agreement (or 'Hold-over') to the existing Tenant (if required); £45 plus V.A.T. to check off the Inventory if the Tenancy is terminated.

I look forward to receiving your instructions in due course and in the meantime if you require any further information please do not hesitate to contact me.

Yours sincerely,



T. J. Dickinson F.N.A.E.A.

SJF./TP

7 December 2001

Mr and Mrs F Bliss
Elm Barn
Stoke Lane
Higham On The Hill
Nr Nuneaton
Warks
CV13 6ES

Dear Mr and Mrs Bliss,

Re: Higham on the Hill - The Annexe Elm Barn Stoke Lane

I am pleased to confirm that the letting to Frances Holt has now been completed, based on a fixed term Assured Shorthold Tenancy from the 5 December 2001to the 30 June 2002, at the agreed rent of £525 per month exclusive.

I am arranging to bring the tenancy into management accordingly, and in this regard details are shown on this months rental statement which is enclosed. This firm's letting fees will be deducted out of rents received which I trust is in order. I confirm that the balance shown thereon has been credited to your building society account.

I confirm that a copy of the current gas safety check certificate has been forwarded to the Tenants.

In the meantime, if you should have any queries at all please let me know.

DP Yours sincerely,

[redacted]

Stephen J Faulkner FRICS
FAULKNER & COMPANY RESIDENTIAL

FAULKNER & COMPANY RESIDENTIAL

RESIDENTIAL

Residential Letting Agents and Property Managers

94 Castle Street • Hinckley • Leicestershire LE10 1DD
Telephone: (01455) 233332 Fax: (01455) 635320
Email: residential@faulknerandcompany.co.uk

Chartered Surveyors

Faulkner and Company Residential Ltd. Registered in England and Wales No. 2699734

FAULKNER & COMPANY
RESIDENTIAL

COMMISSION ACCOUNT

JS/HS/4885/COMMRESLET

15 January 2001

Mr F & Mrs N D Bliss
Elm Barn
Stoke Lane
Higham on the Hill
Warwickshire

DEVELOPMENT SERVICES
8 APR 2003
RECEIVED

Re: Higham on the Hill - Elm Barn, Stoke Lane

To attending at the above property, preparing Letting particulars and negotiating the tenancy to Miss Danielle White.

	£	£
Fee as agreed	150.00	
VAT @ 17½%		26.25
	150.00	**26.25**
TOTAL AMOUNT DUE:	**£176.25**	

PAID WITH THANKS

VAT NO. 566 0075 45

Residential Letting Agents and Property Managers
94 Castle Street • Hinckley • Leicestershire LE10 1DD
Telephone: (01455) 233332 Fax: (01455) 635320
Email: residential@faulknerandcompany.co.uk
Chartered Surveyors
Faulkner and Company Residential Ltd. Registered in England and Wales No. 2699734

JS/HS

1 February 2001

DEVELOPMENT SERVICES
8 APR 2003
RECEIVED

Mr F & Mrs D Bliss
Elm Barn
Stoke Lane
Higham on the Hill
Nr Nuneaton
Warwickshire

Dear Mr & Mrs Bliss,

Re: Higham on the Hill - Elm Barn, Stoke Lane

I am pleased to confirm that the letting to Miss Danielle White has now been completed, based on a fixed term Assured Shorthold Tenancy from the 1st of February 2001 to the 31st July 2001, at the agreed rent of £500 per month exclusive.

I am arranging to bring the tenancy into management accordingly, and in this regard have enclosed herewith this firm's opening rental statement. I confirm that the balance thereon has been credited to your building society account. You will see that I have deducted this firm's agreed letting charges and management fees, which I trust is in order.

Rent will subsequently be paid over to you on receipt, subject to cheque clearances as appropriate and otherwise net of my firm's management charges and any disbursements incurred.

Detailed rental statements will otherwise be provided at monthly intervals.

Where appropriate, final readings have been taken and the relevant statutory undertakers, including Severn Trent and the Borough Council, have been notified of the letting accordingly.

I leave you to notify your building society of the letting accordingly.

Whilst writing I confirm that a copy of the current gas safety check certificate will be forwarded to the Tenant on completion of the current tenancy.

In the meantime, if you should have any queries at all please let me know.

Yours sincerely,

Jayne Shirley
for FAULKNER & COMPANY RESIDENTIAL

FAULKNER & COMPANY RESIDENTIAL

RESIDENTIAL

Chartered Surveyors

Residential Letting Agents and Property Managers

94 Castle Street • Hinckley • Leicestershire LE10 1DD
Telephone: (01455) 233332 Fax: (01455) 635320
Email: residential@faulknerandcompany.co.uk

Faulkner and Company Residential Ltd. Registered in England and Wales No. 2699734

JS/MH.resletinc.tob/ElmBarn.B.20.12.00

20 December 2000

DEVELOPMENT SERVICES
8 APR 2003
RECEIVED

F & Mrs N D Bliss
Elm Barn
Stoke Lane
HIGHAM ON THE HILL
Nuneaton
Warwickshire

Dear Mr & Mrs Bliss

Re: Residential Letting Services
HIGHAM ON THE HILL - ELM BARN, STOKE LANE

We are required by Section 18 of the Estate Agents Act 1979, as amended, to provide the following information including terms of business in relation to this Company's services in connection with the letting of the above property should you decide to instruct us to act on your behalf.

Commission charges will be payable to us whether directly or indirectly we introduce, communicate or arrange a letting of the property to any tenant who enters into an agreement to let the property. Commission will be payable together with any other charges agreed immediately on completion of the letting.

The commission payable shall amount to £150.00 plus VAT.

Commission charges shall be inclusive of advertising in the Hinckley Times at our discretion.

We shall be happy to advertise in other local papers and to provide an estimate of the additional advertising costs likely to be incurred.

Other authorised advertising expenses incurred (if any) plus VAT shall be payable in addition.

The foregoing commission charges are on the basis that you grant Faulkner & Company Commercial sole agency rights for an indefinite period from the date of your instruction to us to act on your behalf. These instructions may be terminated by either party on one month's written notice.

Under the Estate Agents Act 1979 we are obliged to define the meaning of **sole agency** and **commission** in this connection.

Sole Agency

You will be required to pay remuneration to us in addition to any other costs or charges agreed if at any time unconditional contracts for the letting of the property are exchanged -

FAULKNER & COMPANY RESIDENTIAL

RESIDENTIAL

Residential Letting Agents and Property Managers

94 Castle Street • Hinckley • Leicestershire LE10 1DD
Telephone: (01455) 233332 Fax: (01455) 635320
Email: residential@faulknerandcompany.co.uk

Chartered Surveyors

Faulkner and Company Residential Ltd. Registered in England and Wales No. 2699734

20 December 2000
F & Mrs N D Bliss
Re: HIGHAM ON THE HILL - ELM BARN, STOKE LANE

with a tenant introduced by us during the period of our sole agency or with whom we have had negotiation about the property during that period; or

with a tenant introduced by another agent during that period.

Commission

Commission is the warrant used in conferring authority upon certain officers of Her Majesty's Armed Forces. However, that is not the meaning which it bears in this document, where it is understood to signify the remuneration, in money or money's worth, payable by you to us in consideration of the services which have been requested by you from us and which are to be performed for you by us.

The commission payable shall be inclusive of advertising in The Hinckley Times at our discretion

We shall be happy to advertise in other local papers and to provide an estimate of the additional advertising costs likely to be incurred.

Other authorised advertising costs will be payable whether or not the property is let by us.

Any advertising discounts offered by Publishers are offset against the holding costs of advertising borne on behalf of the client during the
period of the agency are not passed on.

If for any reason, your instructions are subsequently withdrawn, then, in addition to any authorised advertising expenses, a withdrawal fee of £50.00 plus VAT will be charged.

All fees quoted are, of course, exclusive of VAT, which will be charged at the standard rate.

We reserve the right to charge interest on any outstanding monies at a rate of 4% above the base lending rate, from time to time, of Barclays Bank plc.

We are not aware that there is any personal interest (within the meaning of Section 21 of the Estate Agents Act 1979) between anyone in the employment of Faulkner & Company Residential or any other connected person and yourself, but if you are aware of or become aware of such interest you should please notify us promptly and in writing.

If we receive your instructions to act in the letting of the property, then we may offer additional services to the prospective tenant including mortgage, financial, insurance and estate agency services in accordance with our usual practice.

The foregoing sets out our terms of business should you decide to instruct us to act on your behalf in connection with the letting. If there are any matters on which further

20 December 2000
F & Mrs N D Bliss
Re: HIGHAM ON THE HILL - ELM BARN, STOKE LANE

clarification is required please let us know.

We look forward to hearing from you if we can be of further assistance.

Yours faithfully,



FAULKNER & COMPANY RESIDENTIAL