

# **Investment Property (Residential)**



**Capitax Property Consultants Ltd.**

**Capitax Property Services Ltd.**

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## **Residential Investment Property - Our Service for YOU!**

1. Capitax source desirable properties which are potentially tenantable in London within zones 1 & 2 (other areas of the UK considered).
2. Capitax arrange a market appraisal of the property for its value and potential appreciation and to realise its potential lettings and rental income.
3. Dealing with all matters relating to the purchase of the property.
4. Capitax arrange, where necessary, the appointment of reputable trades people (decorators, plumbers, electricians etc), who will provide a high quality service at competitive prices.
5. Capitax arrange the decorating, furnishing and cleaning of the property so that it is ready for the initial letting as soon as possible following completion of your purchase.
6. Capitax obtain the Electricity/Gas/Water "**Safety Certificates**" and Energy Performance Certificate (Legal requirements).
7. Capitax negotiate with reputable letting agents to secure tenants on a "Find Tenant Only" basis.
8. Capitax monitor the property throughout its tenancy through Capitax Property Services Ltd.
9. This is to provide our client(s) with a valuable and appreciating asset to extend their **wealth portfolio**.
10. Capitax will instruct an independent professional inventory company to visit the completed property and prepare a full inventory (including photographs). This will be retained with the property records and a copy will be provided to the tenant.
11. Our fee also includes:
  - a) Replacement mortice lock(s) with spare security keys to the door(s) of the main entrance.
  - b) The necessary initial "Safety Certificates".
12. An income and expenditure property account is available for your external accountant at a fee chargeable at £45.



**Residential Investment Property - The Risks**

1. A void period of tenancy (this normally only occurs at the initial purchase stage which could be up to 8 weeks - to allow for decorating/furnishing and appropriate tenanting.)
2. Interest rates may rise (initially a 2 or 3 year fixed interest rate may be appropriate, which will depend on prevailing market conditions.)
3. Service charges (where relevant) may increase (normally the “sinking fund” is kept at a very healthy level. Your solicitor will advise.)
4. Property prices may fluctuate (this is part of your long-term investment strategy. The mortgage is financed by the rental income.)
5. Inland Revenue changes in tax legislation.
6. Rental income may rise or fall (we recommended properties are generally in high income/high employment locations.)

I/We have read and understood the above.

**Client**.....**Signed:**.....

**Date:**.....

**Client**.....**Signed:**.....

**Date:**.....

**On behalf of Capitax Property Consultants Ltd:**

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

**Print Name:** ..... **Position:** .....



## **Buy to Let Terms of Business**

This Terms of Business letter sets out how we will deal with you in the provision of advice for Buy to Let mortgages. Unlike most mortgage advice, the advice given on Buy to Let Mortgages is not regulated by a regulatory body such as the Financial Conduct Authority (FCA). However, our view is that in due course ALL mortgage financing will fall under the auspices of the FCA and Capitax will act and process your Buy to Let mortgage facility as though already regulated by the FCA.

### **Our Services**

The products we have arranged for you will not be kept under review, but we may contact you in the future by means of an unsolicited promotion should we wish to discuss the relative merits of a product or service which we feel may be of interest to you.

You will receive from us details of the products and lenders selected, along with quotations, and we will confirm the outcome of our discussion with you in writing.

We will normally obtain from you sufficient information about your personal circumstances to enable us to be in a position to obtain a quotation for you, and assist you in the application process.

Our aim is to provide a first class, professional and confidential service. Should a complaint arise, in the first instance please write to Terry levers at Capitax Financial Management or telephone, details at the front of this pack.

### **WE DO NOT HANDLE CLIENT MONEY**

We never handle cash and will not accept a cheque made out to us unless it is a cheque in settlement of broker fees.

### **Data Protection**

You can be assured that we will keep all of your personal information private and confidential, even when you are no longer a client, except where disclosure is made at your request or with your consent. Under the terms of the Data Protection Act, you have the right to view any personal data we may keep on you.

In order to process your mortgage application it may be necessary to disclose some or all of your information to third parties. You agree that personal information held by us may be disclosed on a confidential basis

and in accordance with the Data Protection Act 1998 to any such third parties. Some of these parties may hold this information indefinitely.

You also agree that this information may be transferred electronically, e.g e-mail and you agree that ourselves, or any such company, may contact you in the future by any means of communication which we consider appropriate at that time.

**Our Relationship**

We normally derive our income from commission paid to us by mortgage lenders. We may disclose to you the amount of commission payable to us.

If we receive a commission or other form of benefit from another intermediary, we will inform you, but we will not tell you the amount unless requested to do so.

Alternatively, if you or we propose to operate on a fee basis, we will agree the basis, frequency and method of payment with you in writing before we carry out any chargeable work.

You or we may vary or terminate our authority to act on your behalf at any time, without penalty. Notice of this termination should be provided in writing and will take effect from the date of receipt, as this will ensure that no confusion arises between us. We will however, accept oral instructions, which we will then confirm to you in writing.

This letter relates solely to Buy to Let mortgages. Advice given on these products is not regulated by the Financial Conduct Authority and therefore you will not have any recourse under the Financial Ombudsman Services or Financial Services Compensation Scheme in respect of any future dispute resolution and/or compensation.

**Consent**

I have read carefully the above and consent to the terms imposed and I authorise the transfer of information on a confidential basis when warranted between any such third parties. I acknowledge that this Terms of Business Letter will come into effect from the date of signing.

**Client**..... **Signed:**.....

**Date:**.....

**Client**..... **Signed:**.....

**Date:**.....



**Residential Investment Property - Taxation**

1. **Income Tax** is liable on all rental income arising from property in the UK (and overseas) regardless of the residential status of the owner.

**Tax Relief is available on:**

- With effect from 6 April 2018, 50% relief on the interest paid on a mortgage is being phased out over the next two years. This means that with effect from 6th April 2020, relief on interest paid on a mortgage will be received at basic rate only. (Interest on increases in domestic mortgages will not be claimable as an expense as from 06/04/17).
- Maintenance, repairs etc. (not improvements - with some exceptions).
- Insurance premiums.
- Gas, Electricity & Water - (“standing charges”), Council Tax (reduced for any void period for up to 6 months), Safety Certificates & Energy Performance Certificate (EPC).
- Agent’s fees.
- Accountancy fees.
- Service Charge and lease/ground rent.
- Miscellaneous expenditure.
- Communal areas of HMO’s.

Losses can only be offset against profits on other (un)furnished lettings or carried forward for future years, NOT used against other un/earned income.

2. **Capital Gains Tax (CGT)**

Rates of 18% and 28% apply on the realised gain after annual CGT allowances (£11,700 2018-19) on disposal of assets and is based on the net difference between the disposal price less costs and the acquisition price plus costs. This provides more flexibility and a lower tax charge for additional rate tax payers.

Current tax planning can be discussed at the time of purchase/sale, as appropriate.

(There are opportunities for disposal of CGT)

Holiday lets, possible benefit of entrepreneurs’ relief.

3. **Inheritance Tax (IHT)**

The opportunity to pass the asset to one’s child/children under a discretionary trust(s).

We have read and understood the above

Client.....**Signed:**.....**Date:**.....

Client.....**Signed:**.....**Date:**.....

Witnessed by ..... **Date** .....



## **CAPITAX PROPERTY SERVICES LIMITED** **MONITORING SERVICES**

### **Initial Process**

1. Draft a Power of Attorney for landlord(s).
2. Collect the keys from the Solicitor / Estate Agent immediately upon completion.
3. Following the completion of your investment property, we must initially assess if your property is already tenanted and furnished. If this is the case, unless we are able to obtain proof of purchase for all items in the property (to establish that they adhere to current UK safety and fire regulations), we will be unable to keep the furnishings and would look to serve the tenant notice to leave the property to allow us to refurbish. Unfortunately this is not optional as there are serious legal implications for the Property Manager/Capitax and the landlord(s) should any tenant and/or persons sustain serious injuries or a fatality. If you would like to know the costs for this, please see point number 4.
4. Capitax Interiors Ltd. will appraise the property as to the need for redecoration and furnishing. A £7,000 deposit is required once contracts of exchange have been agreed. Please be advised that the final cost of interiors will be in the region of £9,000 - £11,000 (more for a 2 bed property), it is essential that we carry out the interiors work in order to comply with the Landlord and Tenant Act (1988) and manage all associated Health & Safety Risks.  

(Please note that the above is an estimate only and if a property requires extensive works in order to bring it up to a suitable standard, the cost may be higher)
5. Instruct the Lettings Agent to commence marketing the property for tenancing as soon as the interior design work is completed.
6. Agree to the Lettings Agent's 'Terms and Conditions of Engagement' on behalf of the Landlord.

7. Arrange for Personal Touch Financial Services Ltd to contact the Landlord to complete a Property Owners (Landlords) insurance application (under F.C.A rules) for the contents at the property.
8. Inspection of the property prior to and upon completion after the decorating and furnishings have been completed.
9. Introduce the completed property to the Lettings Agent who has already been instructed to market the property. (Find Tenant Only Basis.)
10. Approve the prospective tenant(s) on behalf of the Landlord, with the assistance of the Lettings Agent who will provide completed credit checks and credit worthiness references.
11. Provide the Lettings Agent with the Landlord's bank details to set up the standing order for monthly rental payments to credit the Landlord's Lettings bank account.
12. Review and sign the Assured Shorthold Tenancy Agreement (ASTA) of behalf of the Landlord.
13. Forward the Statement of Account from the Lettings Agent to the client upon receipt. The statement confirms the Agent's fees, monthly rental and initial deposit paid to the Deposit Protection Service (DPS).
14. Inform the Managing Agent of the property that Capitax acts on behalf of the Landlord providing a **Monitoring Service** and that all correspondence is to be sent to the offices of Capitax Property Services Ltd.

### **Check-In**

15. Sign the Lettings Agent's 'Terms and Conditions'.
16. Arrange for the Check-In with the relevant company, which will be independent from Capitax Property Services Ltd in order to comply with DPS regulations.
17. Inform the relevant utility company(s) that the property will be tenanted, advising the names of the tenants.
18. Send "Welcome" letter to new tenant(s).

19. Provide the tenant(s) with information on the Deposit Protection Service (DPS).
20. Forward a copy of the signed Assured Shorthold Tenancy Agreement to the tenant along with the Inventory and Check-in report and Gas/Electric safety certificate (s) and EPC certificate.

### **General Duties**

21. Book Gas/Electric inspections for the property annually. The initial inspection is paid for by Capita Property Services Ltd, thereafter is at the Landlord's expense.
22. Report repairs and maintenance issues to the Landlord and action as necessary.
23. Confirm to the Landlord that works/repairs have been carried out, forward the invoice, await payment and send to the relevant company/contractor.
24. In certain circumstances, Capita Property Services Limited will settle an account for repairs on your behalf and invoice you in due course. This may be necessary to facilitate an urgent repair. Please note that any repairs organised that cost over £1000 will incur a 10% charge.
25. Demand the rent from the Tenant if not paid promptly. Client to advise if rent not received on due date or within 5 working days thereafter (to allow for banking delays).
26. Negotiate rent reviews and extensions/renewals to the Assured Shorthold Tenancy Agreement as appropriate, this is chargeable at £295 per review.

### **Property Inspections**

27. Property Inspections are to check that the property is being maintained in accordance with the ASTA by the tenant(s) and to note any damage or breakages during the tenancy. It is basically a snapshot of the condition of the property for the Landlord and the tenant(s)' purpose and a reminder of the duties and responsibilities of both. Property inspections are usually carried out three times a year.

- Property inspections may be necessary to validate the contents insurance.
  - Property inspections are necessary following 6 April 2007 legislation.
28. This is to protect the tenant's deposit on behalf of both tenant and landlord. The tenant gives the Lettings Agent the deposit cheque payable to the 'Deposit Protection Service'. Capita, immediately upon receipt from the Lettings Agent, forwards the cheque to the "Deposit Protection Service". At the end of the tenancy, the tenant and the Landlord agree how the deposit should be returned. "In full" or "part" and any deposit must be returned within 10 days of the scheme being notified.
29. In the case of a dispute, the Landlord that has had periodic property inspections will have evidence to produce to the Chartered Institute of Arbitrators, or in the last instance, Court.
30. Once a periodic inspection has been carried out (in the presence of the tenant if possible) a copy of the report is sent to the tenant with observations, recommendations and comments.

### **Damages**

31. Where dilapidations or damage have been reported, the Landlord will be informed of any necessary rectification(s).
32. If the report suggests that dilapidations or damages are the responsibility of the tenant(s), this will be confirmed to them in writing (letter/e-mail), informing them of their obligations under the terms of the Assured Shorthold Tenancy Agreement (ASTA)

### **Keys**

33. A master set of keys and at least one other set to the property will be at our offices.
34. Log keys in and out, maintain control of such keys when they are dispatched by courier/special delivery.
35. Delivery costs of keys sent/couriered to the Lettings Agent, Inventory Company, gas/electrical/plumbing inspection companies, service/repair personnel are for the account of Capita Property Services Ltd. (The cost of replacement of any security key(s) may be the responsibility of the landlord/tenant.)

36. Obtain new set(s) of keys as necessary. (Security keys/fobs may take up to 2 weeks.)

37. Advise the Landlord on matters relating to his/her/their property as necessary.

#### **Renewal of ASTA**

38. As the tenancy approaches the last two months of the “fixed term period”, we establish from both Landlord and tenant(s) if they wish to continue with a renewal/extension tenancy or to bring the tenancy to an end.

39. If the Landlord has accepted an extension of the tenancy, Capitax will proceed with the following options:

a) To implement a new Assured Shorthold Tenancy Agreement by “extension notice” letter to the tenant(s).

**Or**

b) Periodic Assured Shorthold Tenancy. This means that all the same terms and conditions of the original Tenancy Agreement still apply with the Agreement now being open-ended. The Statutory Periodic Tenancy can continue indefinitely without further documentation.

**Or**

c) A new ASTA is drawn up for the next 12 month tenancy which can include alterations including removal of the Break Clause.

40. The second option 41 (b) maybe advisable if the Landlord should need to repossess the property in the near future **or** if the tenant(s) cannot commit to a new fixed term period.

#### **Check out**

41. Arrange for an inventory of contents/decorations, and check-out of the tenants at the end of each tenancy by an independent company, in order to comply with DPS Regulations.

42. Arrange for the payment of final accounts, inform the utility services and complete the relevant forms. (This can be included in the confirmation letters to the Landlord and Tenant as above.)

43. Once the final inventory and check out have been received, determine the retention, if any, from the Deposit Protection Service (DPS). In cases where dilapidations are noted, Capitax Property Services Limited will send a letter to the tenant(s) advising the

amount of retention. Once the amount proposed for deduction has been notified to the Landlord, the tenant(s) will be informed. Initial disputes will be mediated by our Company for an early settlement, then, if still unresolved, passed on to the DPS. Any refund due to the Landlord from the deposit will be paid directly to the landlord's bank account by the DPS.

- 44. A copy of the schedule of dilapidations and check-out inventory is also sent to the Landlord, advising the balance of monies expected from the DPS.

**Legal**

- 45. We retain a London based solicitor, specialising in lettings, for legal advice to determine if/when appropriate action is to be taken.

**Energy Performance Certificates**

In **October 2008** legislation came into force stating that all **let properties** must have an Energy Performance Certificate (EPC). If one is not provided, Capitax Property Services Ltd will arrange for this.

Please be advised that **Capitax Property Services Ltd** acts on your behalf in dealing with tenants, **we strongly advise that you do not directly communicate with the tenant(s) at your property as you do not necessarily have the legal expertise to handle property related issues and may say or do something inadvertently that is legally binding.**

I/We acknowledge receipt of the terms, which fully records the agreement between us relating to your appointment to carry out the monitoring services as detailed.

Client:.....Signature:.....

Date:.....

Client:.....Signature:.....

Date:.....

Client:.....Signature:.....

Date:.....



**Residential Investment Property**  
**Additional Documents Required**

- Client Fee Agreement.
- Agreement to pay fees.
- Terms of Business for Capitax Property Consultants Ltd
- Initial fee for 50% of the anticipated decorating and furnishing costs (or £7,000, whichever is the greater), payable to Capitax Property Interiors Ltd £..... (balance on completion)
- Buildings and/or Contents Insurance (Landlord) by phone.
- Limited Power of Attorney - to deal with Lettings Only (next page).
- Monitoring Fee - Monthly Standing Order - £135.00 inc VAT

THIS POWER OF ATTORNEY for MANAGEMENT OF PROPERTY was drawn up (created on) **Date** for **Client Name of Address**

I hereby appoint **Mr Terry levers & Capitax, (Herein after called my Attorney) Capitax Property Services, Cambrai Court, 1229 Stratford Road, Hall Green, Birmingham, B28 9AA** to be our Attorney and in our name and on our behalf and as our act and deed or otherwise to do all or any of the following things namely:-

To manage and cultivate or let upon lease or agreement my property known as **Property Address (Our Property)**

1. for such periods upon such terms as our Attorney shall think fit and to take possession or received the rents and profits of our property and cut timber for sale or repairs or to pull down or repair buildings to insure buildings and to make arrangements with tenants to accept surrenders of leases or tenancies and to re-let the properties or deal with my properties as effectually as we ourselves could do.
2. To carry out or complete any contract which we have made and to make and carry out or complete any new contract of any kind (including any contract for purchasing or taking any lease or otherwise acquiring the said property)
3. To take all lawful proceedings by way of distress action or otherwise for the recovery of rents or for the eviction of tenants or trespassers or for the damages for any breach of the contract or wrong.
4. To commence or carry on or to defend at law all the actions and other proceedings touching my said property or any part thereof or any share or interest therein or any existing or new contract as aforesaid or touching anything which we or our property or any share or interest or contract as aforesaid may be in anywise concerned.
5. To settle compromise or submit to arbitration all accounts claims and disputes between us and my estate and any other person in connection with the said property.
6. To sign our names to and as our act deed to deliver any deed or endorse our names upon all or to all cheques, bills or exchange promissory notes contracts or other instruments whatsoever, and generally to do all things necessary to complete any transactions.
7. To act either alone or jointly with any other persons in relation to all matters to which this power of attorney extends.
8. Generally to act in relation to our property and personal affairs as fully and effectually in all respects as we ourselves could do.

We hereby undertake to ratify anything which my attorney or any substitute or agent appointed under the power in the power in that behalf hereinbefore contained shall do or purport to do in right of this deed.

Please be advised that the power of attorney for management authorises CapitaX and its employees to act in your interests/on behalf of you in relation to the named property, it **does not** give CapitaX the power to sell your property or raise any mortgage on/against it.

IN WITNESS whereof we have hereunto set our hand the day and first above written

SIGNED as Deed and Delivered

**Client**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the presence (witness) of :-

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Client Fee Agreement**

Capitax Property Consultants Ltd. will charge the following fees:

An instruction fee of £795.00 and a fee at completion as stated in “Agreement to Pay Fees” and our “Terms of Business” – Residential Investment Property.

If we charge you a fee, and your application does not proceed you will receive:

No refund if you decide not to take up our recommendations.

This is the whole agreement between the two parties and no alteration to the terms of the agreement shall be deemed to have taken effect unless it is written down and witnessed by both parties.

The parties hereby signify their agreement to the above terms

**Full Name** .....

**Signed** .....

**Full Name** .....

**Signed** .....

**Terry W levers** .....

*On behalf of Capitax Property Consultants Ltd*

**Date** .....



**TERMS OF BUSINESS**  
**MORTGAGES- RESIDENTIAL INVESTMENT PROPERTIES**

**Capitax Property Consultants Limited** is dedicated to finding suitable residential investment property(s) for clients on a Buy-to-Let basis. This Agreement relates solely to work undertaken in respect of your Buy-to-Let investment facility.

**Status Disclosure**

We constantly review the commercial and buy-to-let mortgage market in line with market conditions to enable appropriate advice on Buy-to-Let mortgage facilities to be given. However, in certain instances where a limited range or a single product only is recommended (e.g. in conjunction with a builder's/developer's special scheme), we will explain to you the reasons for doing so.

**We are INDEPENDENT and act on your behalf and do not represent any particular lender.**

Our policy is to offer a **full advice and recommendation** service in all cases.

**Provision of Information**

Information relevant to your Buy-to-Let Mortgage needs, and an explanation of the main repayment methods and the implications of taking out a Buy-to-Let mortgage, have been discussed. During our initial meeting, we will be completing a 'Personal Fact Find' (assets and liabilities) to enable appropriate advice to be given on your Buy-to-Let mortgage facility and other related insurance products where necessary.

Once we have made our recommendations to you, we will confirm our advice in writing.

You should keep this as it will be an important record of our discussion. Details of the loan will also be confirmed in your lender's formal offer. It will be your responsibility to check the formal offer letter from the lender to ensure that it is correct. It is advisable for you to seek independent legal advice before entering into the mortgage.

Buy to Let Mortgages are not regulated by the Financial Conduct Authority.

However, we take the view that this attitude will change, and in particular there is a European directive which may bring Buy-to-Let mortgages under the auspices of the FCA in 2014. Thus, we adhere to the same strict rules as though you are mortgaging/ re mortgaging your 'main residence'.

### Surveys

Surveys will only be instructed after all other enquiries have been made, unless advised by the applicant to the contrary.

When surveys have been commissioned the survey fee is non-refundable whether or not a Mortgage Offer is made.

Should a proposed purchase not proceed due to no intervention by our client(s), some of the legal costs thus far and the cost of the subsequent valuation(s) may be borne by Capitax Property Consultants Ltd, subject to another property being instructed.

**Appliances:** Where items (e.g. hob/oven/washer dryer/fridge/freezer etc.) are purchased with the property, they will not have been tested for electrical/mechanical defects beyond a visual inspection and switch on/off and will be assumed to be in good working order.

### Charges, Costs & Fees

1. Instruction fee of £795.00 (Non-refundable) payable at the date of instruction to **Capitax Property Consultants Ltd**; this covers the cost of financial advice, consultations, prospecting and research for a suitable property, references, conducting correspondence on your behalf and other miscellaneous expenses. This fee is non-refundable from the date of instruction.
2. A fee of 2.75% of the purchase price of the property. Plus a fee of 10% of the difference between the advertised sale price and the negotiated actual purchase price. (Our incentive to negotiate for substantial initial savings for our clients.) This fee is payable to **Capitax Property Consultants Ltd** from your deposit funds by your solicitor at the time of completion of the purchase of the property and will be shown in their final account.
3. A monthly monitoring fee of £135.00 (inc VAT) payable to **Capitax Property Services Ltd**. Commencing on the 1<sup>st</sup> day of the month following the date of completion of the purchase up to the last day of the month following completion of its sale.
4. Following your instruction to source a property, should you wish to withdraw this instruction there will be a further charge of £500 for work carried out.

These fees have been calculated to reflect your benefits and our costs. In particular, in comparison with ISA, Unit Trust and Pension Products, where initial charges can be up to 6 % plus annual management charges of up to 1.5%, they are very competitive. Total costs will be advised on a proposed purchase.

**Privacy & Data Protection**

Your personal information will be treated as private and confidential (even when you do not become a client); except where we are obliged by law or where the disclosure is made at your request or with your consent in relation to arranging your mortgage facility.

**Complaints Procedure**

Our aim is to provide you with a first class professional and confidential service - should a complaint arise, in the first instance you should contact our Compliance Officer at **Capitax Property Consultants Ltd, Cambrai Court, 1229 Stratford Road, Hall Green, Birmingham B28 9AA.**

**Declaration**

Please sign and date below to confirm that you have read, understood and agree to be bound by this Agreement.

I/We have read and understand the risks attached to the purchase and ownership of a Buy-to-Let property which I/We consider is a long-term investment.

I/We hereby authorise you to make enquires with one or more credit reference agencies as appropriate and I/We are aware that the agency will keep a record of the request of in my/our name(s).

Client .....Signature:.....

Date.....

Client .....Signature:.....

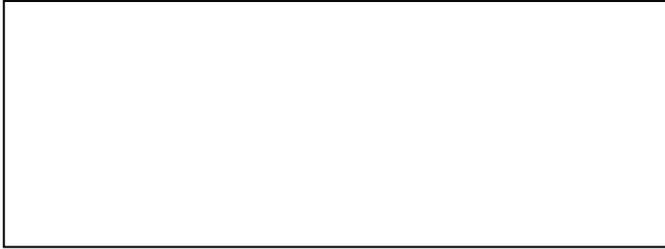
Date.....

Client .....Signature:.....

Date.....

**On behalf of Capitax Property Consultants Ltd:**

**Terry W levers    Signature:.....Date.....**



Dear Sirs,

**Fee Agreement**

I/We, the undersigned, hereby instruct you to act on my/our behalf and hereby request you to liaise with **Capitax Property Consultants Ltd** as my/our agents, and authorise you to release any information to them on request.

In consideration of **Capitax Property Consultants Ltd** sourcing an appropriate property, I/we irrevocably, authorise you to forward to **Capitax Property Consultants Ltd** the sum of 2.75% of the property purchase price and, where applicable, 10% of the negotiated savings on the price of the property as marketed by the estate agent or similar. The statement of our fee account will be copied to your Solicitor.

The terms of this Agreement cannot be varied without the prior authorised written consent of **Capitax Property Consultants Ltd**.

**Full Name** .....

**Signed** .....

**Full Name** .....

**Signed** .....

**Terry W levers** .....

*On behalf of Capitax Property Consultants Ltd*

**Date** .....



**STANDING ORDER MANDATE**

*Please print your details and return to us.*

TO .....BANK ..... BRANCH  
ADDRESS.....

Please pay **HSBC BANK, BALSALL COMMON BRANCH** for the credit of  
**CAPITAX PROPERTY SERVICES LTD**

Sort Code **04-09-34**, Account No **81261193** on the ..... **and monthly thereafter** until further notice the sum of **£135.00 (one hundred and thirty five pounds only)**

NAME(S) .....

**SORT CODE** .....

**ACCOUNT NO** .....

**SIGNATURE** ..... **DATE** .....

**SIGNATURE** ..... **DATE** .....