



# AIR BLUE LETS

Property management in Central London

## INTRODUCTION:

This information pack is used to enter into an agreement under which Air Blue Lets will supply the services. When both parties complete and sign this document, the parties have a legally binding agreement incorporating the terms and conditions.

## AIR BLUE LETS FEES & SERVICES:

### OPTION 1.

#### FULL MANAGEMENT

Professional photography will be taken for your property and creation of online listings, along with online marketing. All guest communications and enquiries will be managed by Air Blue Lets, and guests will be physically checked into the property onsite (where possible) and provided with a house manual and area guide. A security deposit will also be taken for each stay. (Where possible)

Advice on property improvements and pricing will be given in hopes of boosting potential rental income.

After each stay, a visual check of the property will be conducted in person to ensure it has been maintained to a satisfactory standard. The property will be cleaned professionally and the linens/towels will be replaced after each guest's stay. Any additional check requests must be submitted in writing.

The 20% management fee + associated listing fees will be deducted from our credit to you, along with any maintenance works where required. Payments are sent monthly accompanied with a monthly revenue statement.





## TERMS & CONDITIONS:

### 1.0 **TERMS**

1.1 Air Blue Lets shall provide the service in respect of the property and in accordance to this agreement to the client (referred to as 'Host' within this agreement).

1.2 No changes to this Agreement shall be valid unless made in writing and signed by the authorised representatives of both parties.

### 2.0 **MANAGEMENT**

2.1 Under this agreement you have appointed Air Blue Lets as your exclusive agent, for managing short term lettings of your property.

2.2 In order for Air Blue Lets to fulfil all its obligations under this agreement, the Host authorises Air Blue Lets to enter the property for the purpose of this agreement and shall provide Air Blue Lets with any assistance, co-operation and/or access to any required information/documentation.

2.3 Air Blue Lets has to hand maintenance personnel able to provide their services for minor repair works. (Payable by the Host – if you would like Air Blue Lets to carry these out we will require it in writing).

2.4 Air Blue Lets requires a minimum of 90 days of availability throughout a calendar year.

2.5 Air Blue Lets may use all photos/imagery taken of any properties for marketing, advertising or promotional material via Air Blue Lets website or relevant social media platforms.

### 3.0 **HOST OBLIGATIONS**

3.1 If the Host's property is Leasehold, they must ensure that the intended letting is permitted by their lease, and that the tenancy is for a period expiring prior to the termination of their lease, and that they have the property owner and/or Superior Landlord's written permission if necessary.

3.2 The Host warrants, represents and undertakes that they have the legal right to let the property, and acquired all the necessary permits, licences, certificates and consents as required by law to let the property.

3.3 Unless otherwise agreed, the rent quoted to the Guest will be inclusive of outgoings such as utility bills, council tax and service charges (where applicable).

3.4 The Host shall be responsible for all items including furniture to be fit for purpose before guest's arrival.

3.5 Hosts should make Air Blue Lets aware of the availability of the property, to ensure the booking calendars are up to date. Hosts should immediately inform Air Blue Lets of any changes that may occur.

3.6 All confirmed bookings must be completed; Air Blue Lets works with a no cancellation policy, unless otherwise agreed. If in the event of a cancellation Air Blue Lets must be informed immediately, all charges must be payable by the Host along with any additional fees to Air Blue Lets.

3.7 Unless otherwise agreed, you must vacate the property no later than 9:00 am on the date of guest arrival and return no earlier than 6:00 pm on the date of guest departure.

3.8 Prior to the guest's arrival, the host must provide the property in a suitable condition for the guest's stay. Cleaning can be conducted by Air Blue Lets prior to guest arrival; Air Blue Lets must be notified of this 72 hours before (Subject to cleaning fee).

3.9 Should the Host require the keys to be returned Air Blue Lets requires 48 hours written notice.

3.10 If the Host resides in the UK, they should declare their residential lettings income to Her Majesty's Revenue & Customs (HMRC) annually as it is assessable for income tax.

3.11 The Host shall immediately notify Air Blue Lets upon becoming aware and/or notified of any planned and/or on-going works and/or maintenance.

3.12 Hosts should ensure their property and contents are adequately insured and that their insurance company is aware of their intentions. Should you require further assistance on this matter we will be pleased to advise you.

3.13 Hosts will be liable to pay all booking, service and/or listing fees for all guest bookings from the associated rental platform/channel.

3.14 Under the Fire and Furnishings Safety Regulations, the Host has the obligation to ensure that all furniture in properties displays a label stating that they are fire resistant. If items of furniture do not comply with fire regulations, they must either change the items of furniture or authorise ourselves as agents to either replace or remove items before tenancy commences. Failure to comply can result in prosecution.

3.15 Under the Electrical Equipment (Safety) Regulations 1994 and the Gas Safety (Installation and Use) Regulations 1994 and 1996, all low-voltage electrical or gas appliances must be checked by professional tradesmen and all items marked with the date and time of testing to comply with the Government Regulations. The Host must carry out such tests at their own expense. All appliances must have instruction books left at the property. Failure to comply with the regulations can result in prosecution.

3.16 On the Host's instructions, we can arrange for the property to be inspected by a qualified electrician to ensure the property conforms with the Electrical Equipment (Safety) Regulations 1994.

3.17 On the Host's instructions we can arrange for the property to be inspected by a Gas Safe registered gas installer in accordance with the Gas Safety (installation and use) Regulations 1994 and 1996.

3.18 The Host will ensure they have a valid Smoke and Carbon Monoxide detectors before tenancy commences.

3.19 The Host is responsible for making sure all housing regulations (such as Housing in Multiple Occupation (HMO) licensing) are complied with.

3.20 The Host warrants that all the information that has been provided to the agent is correct to the best of their knowledge. In the event that any incorrect information has been provided, the Host agrees to reimburse and compensate Air Blue Lets for any legal proceedings or monetary loss.

3.21 It shall be the Host's sole responsibility to comply with the all above legislation in respect of the property.

### 4.0 **LIABILITY**

4.1 The Host agrees to indemnify us as agents against any costs, expenses or liabilities incurred or imposed on us. We will not be liable for damages caused by the guests or anyone that does not work for Air Blue Lets.

4.2 Air Blue Lets do not provide insurance and will not be responsible for the cost of any damage, loss, or liability claim caused by paying guests.

4.3 Air Blue Lets will take no responsibility whatsoever of conducting any checks to verify and determine whether the Host has complied with any required laws.

### 5.0 **TERMINATION**

5.1 Air Blue Lets shall be entitled to terminate this agreement immediately at any point during management by giving a written notice to the Host.

5.2 If the Host no longer wants Air Blue Lets to manage a property, they agree to give 30 days' notice and if within 30 days a cancellation fee of £100.00 will be applicable. Air Blue Lets reserves the right to return the management of a property to the Host.

### 6.0 **GENERAL**

6.1 This Agreement is governed by the laws of England and is subject to the exclusive jurisdiction of the English courts.

6.2 The Host warrants that all the information that has been provided to the agent is correct to the best of their knowledge. In the event that any incorrect information has been provided, the Host agrees to reimburse and compensate Air Blue Lets for any legal proceedings or monetary loss.