

ABBY HOMES GROUP LTD TERMS AND CONDITION

CANARY WHARF BRANCH

Office Number: 0207 538 4411

Office Email: mo@abbyhomes.co.uk

Office Email: info@abbyhomes.co.uk

ACCOUNTS/PROPERTY MANAGEMENT

Maintenance: 0203 371 8099

Maintenance: repairs@abbyhomes.co.uk

Website: www.abbyhomes.co.uk



2025-2026

ABBY HOMES GROUP LIMITED T/A ABBY HOMES
3 Pepper Street, London E14 9RB

Company Registration Number, 10747363|Abby Homes Group Ltd Registration in England and Wales

Terms and Conditions

Between

Landlord:

Full Name: _____

Address: _____

Contact Information: _____

Abby Homes Group Ltd:

Address: 3 Peppery Street, Canary Wharf, E14 9RB

Email: info@abbyhomes.co.uk

Phone: 0207 538 4411

Property Details:

Property Address: _____

Description of the Property: _____

1. Term of Agreement

This Agreement shall commence on [Start Date] and continue for an initial term of 12 months. It will automatically renew for successive [Renewal Term]months unless terminated by either party with a written notice of 2 months.

2. Fully Managed Service

Fees for Fully Managed Service:

- Management Fee: 12% of the annual rent (6% upfront at the start of the term and 6% collected monthly thereafter).
- Renewal Fee: £500 for each new tenancy agreement.

Annual Renewal Fee: If the tenant(s) introduced by Abby Homes Estate Agents continue to occupy the property after the AST ends or renew directly with the landlord, the landlord agrees to pay Abby Homes 5% of the annual rent.

Services Provided by Abby Homes:

1. **Marketing and Advertising:**
 - Create and publish property listings.
 - Conduct viewings and showings.
2. **Tenant Screening:**
 - Collect and review tenant applications.

2025-2026

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- Perform background reference and credit checks.
- 3. Tenancy Agreement:**
 - Prepare and execute the Assured Shorthold Tenancy (AST) Agreement.
 - Ensure compliance with local regulations.
- 4. Rent Payments:**
 - Collect monthly rent from tenants.
 - Handle late payments and enforce rent policies.
- 5. Property Maintenance:**
 - Coordinate and oversee maintenance and repairs.
 - Respond promptly to tenant inquiries and adhere to landlord's permissions.
- 6. Inspections:**
 - property inspections.
 - Provide inspection reports to the landlord.
- 7. Legal Compliance:**
 - Ensure compliance with local housing laws and regulations.

3. The Property Subscription Service

NO LARGE UPFRONT FEES.

TERMS AND CONDITIONS - PROPERTY SUBSCRIPTION SERVICE:

No. of Beds	Monthly Fee (includes VAT)
1 Bed	£130 + £300 agreement & Tenants Referencing
2 Beds	£150 + £300 agreement & Tenants Referencing
3 Beds	£170+ £300 agreement & Tenants Referencing
4 Beds	£190 + £300 agreement & Tenants Referencing
5 Beds	£240 + £300 agreement & Tenants Referencing

2025-2026

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Services Provided by Abby Homes:

1. Marketing and Advertising:

- Create and publish property listings.
- Conduct viewings and showings.

2. Tenant Screening:

- Collect and review tenant applications.
- Perform background reference and credit checks.

3. Tenancy Agreement:

- Prepare and execute the AST Agreement.

4. Rent Payments:

- Collect monthly rent from tenants.
- Handle late payments.

5. Property Maintenance:

- Coordinate and oversee maintenance and repairs.

6. Inspections:

- Conduct regular property inspections if asked by the landlord.
- Provide inspection images or video to the landlord.

7. Legal Compliance:

- Ensure compliance with local housing laws and regulations.

Fees for Subscription Service:

- Subscription Fee: Starting from £130 per month for 36 months, varying by property size.
- No renewal fees or large upfront payments.
- Re-letting Costs: No additional fees for re-marketing the property if needed.

Termination for Subscription Service:

After completing the initial 12-month term, either party may terminate by providing 3 months' written notice. Early termination will require payment equivalent to the remaining subscription fees for 36 months or 10% of the 36 months' total fee, whichever is applicable.

4. Let-Only Service

2025-2026

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Services Provided by Abby Homes:

Fees for Let-Only Service:

- Letting Fee: 10% e.g., 10% from the annual rent.
- Additional Services:
 - Gas Safety Certificate: £75.
 - Energy Performance Certificate: £80.
 - Inventory Services: Starting from £160 depending on property size.

1. Marketing and Advertising:

- Create and publish property listings.
- Conduct viewings and showings.

2. Tenant Screening:

- Collect and review tenant applications.
- Perform background reference and credit checks.

3. Tenancy Agreement:

- Prepare and execute the AST Agreement.

Limitations:

The Let-Only Service does not include ongoing property management, rent collection, or tenant communication after the tenancy starts.

Termination for Let-Only Service:

If the landlord withdraws after a tenant has been found, Abby Homes is entitled to a cancellation fee equivalent to the letting fee.

5. Additional Fees

Service/ Fully Manage/ Let only	Fee	TICK BOX
Gas Safety Certificate (annually)	Gas CRT £70 + Boiler service £120	
Energy Performance Certificate (EPC)	£80	
Electrical Safety Certificate (EICR)	£199	
Inventory Services (depends on the size of the property)	From £160	
Tenant Deposit Registration (Annual)	£50	
Property Inspections (After first free)	£30 per visit	

6. Termination of Agreement

1. Either party may terminate this Agreement by providing 2 months' written notice.

2025-2026

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2. Upon termination, all fees must be paid upfront.
3. Termination does not absolve either party of obligations accrued prior to the effective date of termination.
4. If the landlord withdraws after the tenant is found, applicable fees, including advertising costs (£280), must be paid within 14 days.

7. Service Selection

Please indicate the service you wish to engage with Abby Homes by ticking the appropriate box below:

Service Option	Tick (✓)
Fully Managed Service	
Property Subscription Service	
Let-Only Service	

CHECKLIST

The purpose of this checklist is to ensure that our terms of business, procedures and policies have been explained to you. If you have any further queries please refer to your lettings negotiator.

- The liaison procedures with the company have been explained
- The contractual arrangement has been explained and it is understood that the tenancy agreement is between the Landlord and the tenant and that all tenants have joint and several liabilities under the tenancy agreement.
- The Landlord understands that he/she has received the tenants deposit money. The procedure on return of deposits has been explained. The provisions of the Housing Act 2004 in relation to the holding tenants deposit and the legal requirement to properly protect tenant's deposits monies by membership of either a custodial scheme or an insurance backed scheme has been explained and the Landlord understands that failure to comply will compromise the possession process should the Landlord wish to serve notice requiring possession and may result in the imposition of a fine for non-compliance.
- You have been reminded of your responsibilities to advise freeholders / mortgagers / block management companies, that the property will be let to tenants.
- You have been reminded of the importance of drawing up an inventory and schedule of condition and agreeing this with the tenants in order to minimise the likelihood of a dispute arising in relation to the condition of the property at the end of the tenancy.
- You have been reminded of your responsibility to advise buildings and contents insurers that the property is to be let and to make sure suitable insurance is in place.

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- You have been reminded to close any outstanding utility and council tax accounts.
- Our fee structure and method of payment has been explained, and it is understood.
- Your obligations in relation to gas and electrical safety have been explained and ABBY HOMES GROUP LIMITED T/A ABBY HOMES policy in respect of the provision of certificates is understood.
- You understand that you have to obtain an Energy Performance Certificate prior to the marketing of a property for rental. In the event you do not provide this to us at the point of instruction we will carry-out an Energy Assessment on your behalf and account to you from the monies we receive from the tenant.

LANDLORDS INFORMATION

Full address of property to be Let / Let and Managed:

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.....Post Code.....

Landlords forwarding address:

.....

.....

.....Post Code.....

Landlords Contact Telephone numbers:
.....

Landlords email address:
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Landlords Bank details:

Bank Name:
Branch Address:

Post Code.....
Account Name:
Sort Code:
Account Number:

8. Confirmation

I, the undersigned, confirm that I have read and understood the terms and conditions of the selected service and agree to abide by them.

Signature of Landlord: _____ Date _____

Abby Homes: _____ Date: _____

Alternatively, if you are unable to print and sign this document, you may reply to this email stating:

"I agree to the terms and conditions of the service as attached."

Please note: By replying to this email with your agreement, it constitutes a legally binding contract.

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