

14th November 2015

Mr and Mrs F Cremin
Down Farm House
The Pry
Purton
Swindon
SN5 4JP

Dear Mr and Mrs Cremin

Re: The Cottage Down Farm 1747602

It was a pleasure to meet with you at your above property and I acknowledge your verbal instruction to let **The Cottage** at a negotiable marketing figure of £[redacted] pcm, furnished/unfurnished. I would be grateful if you could kindly sign and return our Letting Authority and Terms of Business at your earliest convenience, as regrettably failure to do so may affect the marketing of your property.

As discussed, in order to comply with the Money Laundering Regulations 2007, two original forms of identification for each owner of your property are required. One document should contain photographic identification (either a passport or driving licence) and one provide proof of your current address within the last three months, such as a copy of a utility bill or bank statement. Certified copies of these documents will be held securely on file.

Your property has now been placed within our lettings portfolio. Our marketing strategy to achieve maximum exposure of **The Cottage** within the lettings market is to immediately advertise it on our website which receives an average of over half a million page views a month. Our website automatically feeds into the most popular UK property portals which ensure your property is made available to thousands of prospective tenants on a daily basis.

In addition, it has been placed in our many eye-catching advertisements, branch window cards and targeted mail outs. A 'search and matching' process through our extensive and wide-ranging applicant data base will also be undertaken.

You will be contacted on a regular basis and provided with a progress report on the marketing activity and, of course, will be informed immediately suitable prospective tenants are found.

As discussed you have elected to use our Let Only service and we confirm that our fee will be £[redacted] plus VAT of the first month's rent, £[redacted] plus VAT for the Inventory & £[redacted] plus VAT for the deposit registration.

I confirm the property will be available from now but please remember a minimum of three full working days is required between the availability date and the commencement of a tenancy. It is therefore essential that all cleaning and repairs are completed prior to the preparation of the inventory to ensure it accurately reflects the true condition of the property before any tenant takes up occupancy.