



Patawary Ltd T/A GPS GLASGOW (Est 1998) Premium Full Property Management Letting Agents Terms of Engagement(Scotland)

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This document sets out the terms under which GPS Glasgow will provide full property management services. It is designed to clearly define responsibilities, fees, and expectations for both parties

Charges breakdown

PARTIES

Landlord	Property To Be Rented
Letting Agent	Representative Of GPS Glasgow
Patawary Ltd T/A Gps Glasgow 407-49 Victoria Road Glasgow G42 8RW	GPS

Service	Fee
Full Management Fee:	10% + VAT of rent collected
New Tenancy In Place Fee	£150 + Vat
Withdrawal Fee When Tanat In Place	1 Month Rent Or £500 (which Ever Is Greater
Inventory Fee	Payable Per Invoice
Mid Tenancy Inspection Quarterly	£45 + Vat
Maintenace Work Instructed To Third	Uplift Of 5%+ Vat Uplift On Invoice Of Works

Break Down Of Fees
1-Fully Management Fee Full Managed day to day services 10% + Vat 2-New Tenancy Setup: This charges is for portal marketing, Accompanied Viewings, Preparing Prt Tenancy, Submitting, Tenants deposit in Custodial scheme £150 + Vat Withdrawal Fee Notice 30 days Withdrawal (Tenant in Place): One month's rent or £500 + VAT (whichever is greater) Withdrawal (Vacant Property): £150 + VAT Inventory / Check-in / Check-out: Tenant Move in Move out Inventory Fee will be payable to third party Inventory Clerk on Invoice (cost will be relayed to you prior inventories carried out Mid Tenancy Inspections £45 + Vat Maintenance Works Any works instructed and carried out on your property will occure 5% uplift on invoice paid to contractors

1. Appointment

The Landlord appoints the Agent to manage the Property on their behalf. The Agent accepts this appointment subject to the terms of this Agreement and confirms compliance with all relevant Scottish legislation.

2. Agent Obligations

The Agent shall:

2.1 Registration and Compliance

Remain registered with the Scottish Letting Agent Register and comply with the Letting Agent Code of Practice.

2.2 Letting and Tenant Referencing

Market the Property, obtain suitable tenants, and carry out appropriate referencing and checks.

2.3 Tenancy Management

Let the Property under a Private Residential Tenancy (PRT) and ensure all tenancy documentation is correctly prepared and served.

2.4 Deposit Handling

Lodge any tenancy deposit within 30 working days in an approved scheme, including:

SafeDeposits Scotland

Letting Protection Service Scotland

MyDeposits Scotland

and provide all required information to the tenant.

2.5 Rent Collection

If a tenant fails to pay rent, the Agent will take reasonable steps to manage and pursue the arrears. Where further action is required, GPS Glasgow may offer assistance with the formal eviction/possession process for an additional fee, subject to the Landlord's written approval.

The Landlord will be responsible for any Tribunal, solicitor, sheriff officer or other third-party costs. GPS Glasgow cannot guarantee recovery of unpaid rent, vacant possession, or the outcome or timescale of any legal proceedings and shall not be liable for losses resulting from tenant default, provided the Agent has acted with reasonable care and skill.

2.6 Repairs and Maintenance

Arrange repairs using qualified contractors. The Agent may authorise expenditure up to £[insert limit] without prior approval, except in emergencies.

2.7 Inspections

Carry out periodic inspections and report findings to the Landlord.

2.8 Tenant Liaison

Act as the main point of contact for tenants and manage all day-to-day tenancy matters.

2.9 Complaints Handling

Operate a complaints procedure in line with the Letting Agent Code of Practice. Disputes may be referred to the First-tier Tribunal for Scotland (Housing and Property Chamber).

3. Landlord Obligations

The Landlord shall:

3.1 Registration

Be registered as a landlord with the relevant Scottish local authority and maintain valid registration.

3.2 Authority and Consents

Confirm legal ownership and obtain all required consents (including lender, insurer, or factor approval where applicable).

3.3 Legal Compliance

Ensure the Property complies with all Scottish legal requirements and provide all necessary certificates and documentation.

3.4 Repairing Standard

Ensure the Property meets the Scottish Repairing Standard at all times.

3.5 Safety Requirements

Ensure compliance with all safety obligations, including:

Gas safety certification (annual)

Electrical inspections (EICR every 5 years)

PAT testing where applicable

Interlinked smoke and heat alarms

Carbon monoxide detectors

3.6 Maintenance and Costs

Fund all repairs and maintenance and reimburse the Agent promptly for any expenditure.

3.7 Insurance

Maintain appropriate buildings and landlord insurance.

3.8 Financial Obligations

Pay all Agent fees and ensure sufficient funds are available for Property expenses.

3.9 Information Accuracy

Provide accurate and complete information relating to the Property.

3.10 Non-Interference

Not interfere with the Agent's management or communicate directly with tenants in a way that undermines the Agent.

3.11 Ultimate Responsibility

Acknowledge that legal responsibility for compliance remains with the Landlord at all times.

4. Fees and Payments

The Landlord agrees to pay:

Management Fee: [Insert % or amount]

Letting Fee: [Insert if applicable]

Renewal Fee: [Insert if applicable]

The Agent may deduct fees from rent collected unless otherwise agreed.

5. Repairs and Expenditure

The Agent may authorise repairs up to £[insert limit].

Emergency works may be carried out without prior consent where necessary.

The Landlord shall promptly cover any shortfall.

6. Liability and Indemnity

6.1 Agent Liability

The Agent shall act with reasonable care and skill but shall not be liable for loss caused by tenant default or third parties beyond their control.

6.2 Landlord Indemnity

The Landlord shall indemnify the Agent against any claims, losses, or penalties arising from:

breach of legal obligations

failure to provide valid documentation

instructions given by the Landlord

7. Breach and Enforcement

7.1 Landlord Default

If the Landlord fails to provide required documentation or approve necessary works, the Agent may: take action where legally required, or suspend services until compliance is met

All resulting costs remain the Landlord's responsibility.

7.2 Agent Default

If the Agent fails to perform their duties with reasonable care and skill, the Landlord may require remedy within a reasonable timeframe or terminate this Agreement.

8. Termination

Either party may terminate this Agreement by giving 30 days written notice. Immediate termination may occur in the event of serious breach.

9. Data Protection

Both parties shall comply with applicable data protection legislation in handling personal data.

10. Governing Law

This Agreement shall be governed by and interpreted in accordance with the law of Scotland.

11. Change Of Terms

Terms May Change In Line with New Regulations And Increased costs which you will be informed prior to implementation

Landlord Sign		Print Name		Date	
GPS Glasgow		Print Name		Date	

