

This Agreement is made between the Client (as named at the end of this Agreement) and Primo Property Management (NW) Limited incorporated and registered in England and Wales with company number 07934274 whose registered office is at 14 Wood Street, Bolton, Lancashire, BL1 1DY (hereinafter referred to as the "Agent").

The Agent is in the business of providing tenant management services, the Client wishes to appoint the Agent to carry out tenant management services, from the Commencement Date for the term of the Agreement.

The Tenant Management Services will include:

- (A) Marketing the Property and receive applications from potential tenant;
- (B) Interview and/or conduct credit reference checks in relation to potential Tenants
- (C) Facilitate the move of the Tenant into the Property and provide a check in report.
- (D) Carry out 6 monthly inspections of the Property and provide an inspection report.
- (E) Carry out its obligations as set out in clause 5 of this agreement. (together referred to as '**the Services**').

Terms of Business

1. Commencement and duration

- 1.1 This agreement shall commence on the date when it has been signed by all the parties ("**Commencement Date**") and shall continue, unless terminated earlier in accordance with 11 ("**Termination**"), until the first anniversary of the commencement of this agreement after which it will automatically renew for another 12 month period and will (subject to termination in accordance with clause 11) continue to renew for consecutive 12 month periods on each anniversary of the Commencement Date.

2. Appointment of the Agent

- 2.1 The Client appoints the Agent to be its agent to perform the Services on its behalf from the Commencement Date for the term of the Agreement.
- 2.2 The Agent will perform the Services with reasonable, professional skill and care and in good faith with regards to the Client's interests in the Property and in compliance with all applicable legislation, rules and regulations, and any relevant codes of practice binding on the Agent.
- 2.3 The Client must not during the term of this Agreement appoint or authorise any other person to perform the same or similar services in respect of the Property and/or the Tenant as are set out in this Agreement (including without limitation the Services and the matters set out in clause 4).

3. Authorisations of the Agent by the Client

- 3.1 The Client exclusively authorises the Agent as follows:
 - (a) to contact, communicate and liaise with Tenants directly on behalf of the Client;
 - (b) to take/receive Rental Payments from Tenants;
 - (c) to access, manage and transact with the Client Account set up by the Agent to receive funds (including Rental Payments) and to make payments relating to the Property ("**Client Account**"). The Client Account shall be a dedicated client account set up and operated by the Agent to which the Rental Payments are made and from which payments relating to the Property may be made;
 - (d) to issue and sign Rental Agreements on behalf of the Client;
 - (e) to arrange maintenance for the Property on the Client's behalf (up to the value of £100.00 without prior approval – anything over £100.00 to require the Client's prior written approval);
 - (f) to expend any sums for or in connection with the Services up to the amount agreed in writing with the Client; and
 - (g) market the Property on any websites selected by the Agent at its discretion including but not limited to Rightmove.
- 3.2 The Agent shall produce a Statement of Account for the Client, at such frequency set out in Schedule 1.
- 3.3 The Agent is authorised to deduct Charges from and make payments from the Client Account and to send any remaining sums to the Client's nominated bank account following the issue of each Statement of Account.

- 3.4 The Agent is authorised to reimburse any fees, expenses or disbursements paid on behalf of the Client in the provision of Services from the Client Account or to make such payments directly from the Client Account and
- (a) In an emergency (as determined by the Agent) to take such reasonable measures and spend such sums as the Agent may (at its discretion) see fit;
 - (b) to pay/incur any other sums considered necessary by the Agent to ensure compliance with any legislation, regulation or statutory provision affecting the Property or affecting the Client or the Agent with regard to the Property; and
 - (c) to the extent that there are at any time insufficient funds in the Client Account to pay the Charges and/or any other costs or expense due to the Agent the Agent may send an invoice to the Agent in respect of the same.

4. Communication between the Client and the Agent

- 4.1 The Client will provide such legal, financial, practical, operational and other information as is necessary for the Agent to carry out its duties and to perform the Services properly and any additional work carried out by the Agent which is necessitated by absence of such information is payable by the Client.
- 4.2 Without prejudice to 4.1, upon the Agent's request, the Client shall promptly provide the Agent with any information or documentation that the Agent considers necessary for the proper performance of the Services.
- 4.3 Upon reasonable advance request by the Client, the Agent shall allow the Client at a time during Business Hours agreed by the parties to inspect and/or copy (at the Client's expense) accounts and/or documentation in the Agent's possession directly relating to the Property. The Client will not make such request more than once in any 6 month period.

5. Agent's responsibilities

- 5.1 The Agent shall use reasonable endeavours to manage and perform the Services in accordance with this agreement in all material respects.
- 5.2 The Agent shall use reasonable endeavours to meet any performance dates agreed in writing, but any such dates shall be estimates only and time for performance by the Agent shall not be of the essence of this agreement.
- 5.3 The Tenants may submit maintenance queries and requests including but not limited to minor matters requiring maintenance to the Agent (which may include faulty light fittings, faulty extractor fans, toilet flushes) via the Agent's platform, FixFlo. The Agent shall arrange any repairs or maintenance of the Property if the total cost of the repair in the Agent's reasonable opinion is under the value of £100.00. Any maintenance works that cost over £100 (in the Agents reasonable opinion) will be subject to the Client's written approval before being carried out.
- 5.4 The Agent shall appoint a manager for the Services. That person shall have authority to contractually bind the Agent on all matters relating to the Services The Agent may replace that person from time to time where reasonably necessary in the interests of the Agent's business. The Client should contact the manager in relation to any reasonable queries it may have in relation to the Services.
- 5.5 The Agent shall use reasonable endeavours to observe all health and safety and security requirements that apply at the Property and that have been communicated to the Agent by the Client, provided that it shall not be liable under this agreement if, as a result of such observation, it is in breach of any of its obligations under this agreement.
- 5.6 Without limitation the Agent shall not be responsible for (and the Client acknowledges that the Agent is not responsible for):
- (a) damage to the Property (unless caused directly by the Agent itself);
 - (b) payment defaults by Tenants;
 - (c) finding suitable Tenants for the Property within a specific time period ;
 - (d) maintenance work that is carried out at the Property by a third party (including any third party engaged by the Agent on the Client's behalf);

- 5.7 The Client acknowledges and agrees that the Agent does not guarantee that a Tenant will ultimately be found for the Property or that any minimum level of Rental Payments will be received in relation to the Property.

6. Client's Obligations

- 6.1 The Client shall:
- (a) co-operate with the Agent in all matters relating to the Services;

- (b) provide, for the Agent, its agents, subcontractors, consultants and employees, in a prompt manner and at no charge, access to the Property, photographs, plans, surveys, legal reports and other details relating to the Property together with such other information, data and other facilities as are required by the Agent.
 - (c) provide to the Agent in a timely manner all documents, information, items and materials in any form (whether owned by the Client or third party) reasonably required by the Agent in connection with the Services and ensure that they are accurate and complete in all material respects;
 - (d) promptly inform the Agent (giving reasonable details) of any fact or matter of which it becomes aware which may impact the Property, the occupation of the Property or the performance of the Services;
 - (e) inform the Agent of all health and safety and security requirements that apply at the Property; and
 - (f) obtain and maintain all necessary licences, insurance/s and consents and comply with all relevant legislation as required to enable the Agent to provide the Services, in all cases before the date on which the Services are to start.
- 6.2 The Client shall not be entitled to use, modify, distribute or re-sell any of the Agent's advertising or marketing material which the Agent has produced for the purposes of locating and finding new Tenants or advertising the Property.
- 6.3 If the Agent's performance of its obligations under this agreement is prevented or delayed by any act or omission of the Client, its agents, subcontractors, consultants employees or by the Tenant, then, without prejudice to any other right or remedy it may have, the Agent shall be allowed an extension of time to perform its obligations equal to the delay caused.
- 7. Charges and payment**
- 7.1 In consideration of the provision of the Services by the Agent, the Client shall pay the Charges and other costs as detailed in Schedule 1 and/or clause 4 which the Agent shall deduct from the Client Account.
- 7.2 The Agent reserves the right to increase the Charges (or any of them) on an annual basis with effect from each anniversary of the date of this agreement by 3%, and the first such increase shall take effect on the first anniversary of the date of this agreement.
- 7.3 The Agent may invoice the Client for the Charges (or any other costs or expenses) at the intervals (if any) specified in Schedule 1 or otherwise at any time permitted by this Agreement. The Agent may deliver a receipted invoice to the Client in respect of sums/Charges deducted from the Client Account pursuant to this Agreement.
- 7.4 The Client shall pay each invoice submitted to it by the Agent in accordance with this Agreement within 30 days of receipt to a bank account nominated in writing by the Agent from time to time.
- 7.5 Without prejudice to any other right or remedy that it may have, if the Client fails to pay the Agent in accordance with this Agreement or there are not sufficient funds in Client Account to reimburse any Charges or other sums due under this agreement on the due date:
- (a) the Client shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this 7.5(a) will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%;
 - (b) the Agent may suspend all or part of the Services until payment has been made in full.
- 7.6 All sums payable to the Agent under this agreement:
- (a) are exclusive of VAT, and the Client shall in addition pay an amount equal to any VAT chargeable on those sums on delivery of a VAT invoice; and
 - (b) shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).
- 8. Data protection**
- 8.1 For the purposes of this 8, the terms **controller**, **processor**, **data subject**, **personal data**, **personal data breach** and **processing** shall have the meaning given to them in the UK GDPR.
- 8.2 Both parties will comply with all applicable requirements of the Applicable Data Protection Laws. This 8 is in addition to, and does not relieve, remove or replace, a party's obligations or rights under Applicable Data Protection Laws.
- 8.3 The parties have determined that for the purposes of Applicable Data Protection Laws the Agent shall process the personal data as processor on behalf of the Client.

- 8.4 Without prejudice to 8.2, the Client will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Agent for the duration and purposes of this agreement.
- 8.5 The Agent may appoint sub-processors to process Personal Data, provided the Agent enters into a written contract with the sub-processor that contains terms substantially the same as those set out in this Agreement.

9. Confidentiality

- 9.1 Each party undertakes that it shall not at any time, and for a period of two years after termination or expiry of this agreement, disclose to any person any confidential information concerning the business, affairs, customers, clients or agents of the other party or of any member of the group of companies to which the other party belongs, except as permitted by 9.2.
- 9.2 Each party may disclose the other party's confidential information:
- (a) to its employees, officers, representatives, contractors, subcontractors or advisers who need to know such information for the purposes of exercising the party's rights or carrying out its obligations under or in connection with this agreement. Each party shall ensure that its employees, officers, representatives, contractors, subcontractors or advisers to whom it discloses the other party's confidential information comply with this 9; and
 - (b) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 9.3 No party shall use any other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with this agreement.

10. Limitation of liability

- 10.1 References to liability in this 10 include every kind of liability arising under or in connection with this agreement including but not limited to liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
- 10.2 Neither party may benefit from the limitations and exclusions set out in this clause in respect of any liability arising from its deliberate default.
- 10.3 Nothing in this 10 shall limit the Client's payment obligations under this agreement.
- 10.4 Nothing in this agreement limits any liability which cannot legally be limited, including but not limited to liability for:
- (a) death or personal injury caused by negligence; and
 - (b) fraud or fraudulent misrepresentation.
- 10.5 Subject to clause 10.4, the Agent's overall liability will not exceed the amount of the current Annual Management Fee payable to the Agent.
- 10.6 Subject to clause 10.4, the Agent shall have no liability either in contract or in tort and otherwise for any loss, injury, damage or legal expenses sustained as a result of:
- (a) the Agent having reasonably relied upon the Client to provide accurate and relevant information;
 - (b) any defect or damage in the Property or in any fixtures, fittings, furnishings, equipment, floor or wallcoverings, or machinery at or relating to the Property;
 - (c) material used for or at the Property whether or not such defect be latent or apparent on examination; or
 - (d) the act, omission or insolvency of any person other than the Agent.
- 10.7 The Client shall indemnify the Agent in respect of any claims made by any third party for any loss injury or damage and legal expenses referred to in Clause 10.6 above.
- 10.8 Subject to 10.2 (No limitations in respect of deliberate default), 10.3 (No limitation on the Client's payment obligations) and 10.4 (Liabilities which cannot legally be limited), neither party shall under any circumstances be liable to the other for loss of rents, loss of agreements or contracts, loss of anticipated savings, loss of use or corruption of software, data or information, loss of or damage to goodwill and indirect or consequential loss are .
- 10.9 Subject always to 10.4 unless the Client notifies the Agent that it intends to make a claim in respect of an event within the notice period, the Agent shall have no liability for that event. The notice period for an event shall start on the day on which the Client became, or ought reasonably to have become, aware of the event having occurred and shall expire 6 months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.

11. Termination

- 11.1 Without affecting any other right or remedy available to it, either party may terminate this agreement with immediate effect by giving written notice to the other party if:
- (a) the other party commits a material breach of any term of this agreement and (if such breach is remediable) fails to remedy that breach within a period of 14 days after being notified in writing to do so;
 - (b) the other party repeatedly breaches any of the terms of this agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this agreement;
 - (c) The other party takes or has taken against in (other than in relation to a solvent restructuring) any step or actions towards its entering bankruptcy, administration, provisional liquidation or any composition or arrangement with its creditors, applying to court for or obtaining a moratorium under Part A1 of the Insolvency Act 1986, being wound up (whether voluntarily or by order of the court), being struck off the register of companies, having a receiver appointed to any of its assets or entering into a procedure in another jurisdiction with a similar effect to a procedure listed in this clause 11.1(c)
 - (d) the other party suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business.
- 11.2 Without affecting any other right or remedy available to it either party may terminate this agreement by giving not less than 3 months' written notice to the other party which notice will (if given in sufficient time) take effect on the immediately following anniversary of the Commencement Date after service of such notice (or if insufficient notice is given, on the anniversary after the immediately following one)
- 11.3 Without affecting any other right or remedy available to it, the Agent may terminate this agreement with immediate effect by giving written notice to the Client if:
- (a) the Client fails to pay any amount due under this agreement on the due date for payment and remains in default not less than 14 days after being notified in writing to make such payment; or
 - (b) there is a change of Control of the Client.
- 12. Obligations on termination and survival**
- 12.1 On termination or expiry of this agreement the Client shall immediately pay to the Agent all of the Agent's outstanding unpaid invoices and interest and, in respect of the Services supplied or expenses incurred but for which no invoice has been submitted, the Agent may submit an invoice, which shall be payable immediately on receipt.
- 12.2 On termination or expiry of this agreement, the following clauses shall continue in force: 9 (Confidentiality), 10 (Limitation of liability), clause 12 (Survival), 15 (Interpretation), 16.3 (Waiver), 16.5 (Severance), 16.8 (Conflict), 16.12 (Governing law) and 16.13 (Jurisdiction).
- 12.3 Termination or expiry of this agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination or expiry.
- 13. Force Majeure**
- 13.1 Neither party shall be liable for any delay or failure in the performance of its obligations under this Agreement for so long as and to the extent that the delay or failure results for any event, circumstance or cause beyond its reasonable control (**'Force Majeure Event'**)
- 13.2 Clause 13.1 shall only apply if the party affected by the Force Majeure Event:
- (a) notifies the other party in writing of the Force Majeure Event, as soon as reasonably practicable after it started;
 - (b) took reasonable precautions to prevent or minimise the Force Majeure Event; and
 - (c) uses all reasonable endeavours to limit the effect of the Force Majeure Event on the performance of its obligations.
- 13.3 If the Force Majeure Event prevents, hinders or delays the Affected Party's performance of its obligations for a continuous period of more than 4 weeks, the party not affected by the Force Majeure Event may terminate this agreement by giving 4 weeks' written notice to the Affected Party.
- 14. Notices**
- 14.1 Any notice or other communication given to a party under or in connection with this agreement shall be in writing and shall be:

- (a) delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or
- (b) sent by email to the following addresses (or an address substituted in writing by the party to be served):
Agent: jonathanf@primopropertymanagement.co.uk
Client: such client email address set out in Schedule 1.
(but only if evidence of successful transmission is provided by the party and if the parties have communicated on contract matters by that email route).

14.2 Any notice or communication shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address;
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; or
- (c) if sent by email, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this clause 14.2(c) business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

14.3 This clause does not apply to the service of any proceedings or any documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

15. Interpretation

The following definitions and rules of interpretation apply in this agreement.

15.1 Definitions

Annual Management Fee: the amount specified in Schedule 1 to be paid by the Client to the Agent in each year of this agreement.

Applicable Laws: all applicable laws, statutes, regulations and codes from time to time in force.

Applicable Data Protection Laws: means:

To the extent the UK GDPR applies, the law of the United Kingdom or of a part of the United Kingdom which relates to the protection of personal data.

To the extent the EU GDPR applies, the law of the law of the European Union or any member state of the European Union, which relates to the protection of personal data.

Business Day: a day, other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

Business Hours: the period from 9.00 am to 5.30 pm on any Business Day.

Charges: the sums payable for the Services, as set out in Schedule 1.

Control: has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression change of Control shall be construed accordingly.

EU GDPR: means the General Data Protection Regulation ((EU) 2016/679), as it has effect in EU law.

Personal Data: any information which are related to an identified or identifiable natural person.

Property: the Client's property or properties which is/are specifically identified in Schedule 1 and in relation to which the Services will be performed.

Rental Agreement: the rental agreement between the Tenant and the Client relating to the Property.

Rental Payments: payments made by Tenants to the Agent on behalf of the Client for the rental of the Property.

Service Charge(s): the amount specified in Schedule 2 to be paid by the Client to the Agent

Statement of Account: document produced by the Agent as set out in clause 4 showing the Rental Payments made into and any payments made from the Client Account in the period to which it relates.

Services: the services as set out above.

Tenant(s): a person/s who rent/s the Property from the Client.

UK GDPR: has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.

VAT: value added tax chargeable in the UK.

15.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this agreement.

- 15.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 15.4 The Schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement. Any reference to this agreement includes the Schedules.
- 15.5 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 15.6 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 15.7 This agreement shall be binding on, and enure to the benefit of, the parties to this agreement and their respective personal representatives, successors and permitted assigns, and references to any party shall include that party's personal representatives, successors and permitted assigns.
- 15.8 Unless expressly provided otherwise in this agreement, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 15.9 Unless expressly provided otherwise in this agreement, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 15.10 A reference to writing or written excludes fax but not email.
- 15.11 References to clauses and Schedules are to the clauses and Schedules of this agreement and references to paragraphs are to paragraphs of the relevant Schedule.
- 15.12 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall **not limit the sense of the words, description, definition, phrase or term preceding those terms.**
16. **General**
- 16.1 **Assignment and other dealings:** This agreement is personal to the Client and the Client shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under this agreement. The Agent may at any time assign, mortgage, charge, declare a trust over or deal in any other manner with any or all of its rights under this agreement.
- 16.2 **Variation:** No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 16.3 **Waiver:** A waiver of any right or remedy under this agreement or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under this agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under this agreement or by law shall prevent or restrict the further exercise of that or any other right or remedy.
- 16.4 **Rights and remedies:** The rights and remedies provided under this agreement are in addition to, and not exclusive of, any rights or remedies provided by law.
- 16.5 **Severance:** If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement.
- 16.6 **Entire Agreement** This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 16.7 **Statements:** Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.
- 16.8 **Conflict:** If there is an inconsistency between any of the provisions of this agreement and the provisions of the Schedules, the provisions of this agreement shall prevail.
- 16.9 **No partnership or agency:** Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party. Each party confirms it is acting on its own behalf and not for the benefit of any other person.

- 16.10 **Third party rights:** Unless it expressly states otherwise, this agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.
- 16.11 **Counterparts:** This agreement may be executed in any number of counterparts, each of which shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement. No counterpart shall be effective until each party has executed and delivered at least one counterpart.
- 16.12 **Governing Law:** This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.
- 16.13 **Jurisdiction:** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.

This agreement has been entered into on the date stated at the beginning of it.

Schedule 1 Charges etc

Charges: The Client undertakes to pay to the Agent:

- (a) **Annual Management Fee** [which will be a percentage (plus VAT) of your gross rental income per month or as otherwise agreed in writing and as varied during the term of this Agreement] in accordance with clause 16.2; and
- (b) **Additional Charges** [full charges details provided on request]

Without limitation the Agent may deduct the Annual Management Fees and Service Charges from Rental Payments received by the Agent (and/or from other monies in the Client Account) on a monthly or quarterly basis and/or the Agent may deliver invoices in respect of such Charges to the Client at times determined by the Agent.

Client Email Address for the purpose of notices: [INSERT]

Property Details: [INSERT PROPERTY ADDRESS AND BRIEF DESCRIPTION]

Service Charges: [INSERT]

Statement of Account: [Monthly/Quarterly]

Signed by [INSERT NAME OF DIRECTOR] for and on behalf of Primo Property Management NW Limited

.....
Director

Signed by [NAME OF DIRECTOR] for and on behalf of [NAME OF CLIENT]

.....
Director