

RENT RIGHT ESTATES

Professional Lettings. Done Right.

Letting Agent Switching Pack

Thinking of moving your property to Rent Right Estates? This pack contains everything you need to switch letting agents smoothly - with no gap in management, no disruption for your tenant, and no long-term lock-in.

Complete the sections that apply to you, sign the authority on the final page, and return the pack to info@rentrightestates.co.uk. We'll handle the rest - including liaising with your current agent.

How to return your completed pack

Email: info@rentrightestates.co.uk

Phone: 01226 448 222

Post: Rent Right Estates Ltd, Century 2 Business Centre, Wath upon Dearne, S63 5DP

Or book a free Rent & Compliance Health Check and we'll complete it with you.

Propertymark Protected · Client Money Protection · Property Redress Scheme (PRS057499) · Deposits held with the DPS

Switching agents is easier than you think

Many landlords stay with an underperforming agent simply because they think moving will be a hassle. It isn't. Your tenant stays exactly where they are, their tenancy continues unchanged, and in most cases you never have to speak to your old agent - we do that for you. Here's how it works:

- 1 Check your notice period** — Look at your current management agreement for the notice you must give (often 1-3 months). Tell us the date and we'll work to it.
- 2 Complete this pack** — Fill in your details, your property, your tenancy and the authority on the last page. It takes about 10-15 minutes.
- 3 We serve notice & collect the file** — With your signed authority, we contact your current agent, serve notice if you'd like us to, and request the tenancy file, compliance certificates, keys and any funds held.
- 4 We take over compliance** — We check your gas safety, EPC, EICR, deposit protection and Right to Rent are all in order - and put right anything that isn't, so you're protected under the Renters' Rights Act and current legislation.
- 5 You're up and running** — Rent is collected to our client account, your tenant gets our details, and you get a single point of contact and clear monthly statements.

Our promises to switching landlords

- No long-term lock-ins - a fair, simple management agreement.
- Tenant-in-28-days guarantee on any new lettings.
- 24-hour communication guarantee - you'll never be left chasing us.
- 100% compliance-led - we find and fix problems before they cost you.

1 Your details (landlord)

Full name(s)	
Company name (if let via a limited company)	
Correspondence address	
Postcode	
Mobile / phone	
Email	
Preferred contact method	

Service you'd like from Rent Right Estates

Tenant Find (1 month's rent, min £500) Rent Collection (8%)

Fully Managed (10%) HMO Management (12%)

Rent Guarantee: Yes, please add (optional, POA) No Rent Guarantee

Your property

If you are transferring more than one property, please copy this section or attach a list.

Property address	
Postcode	
Property type (house / flat / HMO / other)	
Number of bedrooms	
Furnished / part-furnished / unfurnished	

Is the property an HMO? Yes No Not sure

Does it require a licence (HMO / selective / additional)? Yes No Not sure

Buy-to-let mortgage with consent to let? Yes No

If leasehold, do you have freeholder consent to let? Yes No N/A

2 Your current agent & notice

This tells us who to contact and when. With your authority (Section 4), we can serve notice and request your file on your behalf.

Current agent / company name	
Branch address	
Contact name (if known)	
Phone	
Email	
Your account / client reference (if known)	
Managing your property since (approx.)	
Notice period required (per your agreement)	
Earliest date notice can take effect / end date	

Money & items currently held by your agent

Tenant's deposit held / protected by current agent? Yes No Not sure

Any rent or float / reserve held on your account? Yes No Not sure

Keys held by current agent? Yes No Not sure

Approx. amount of any funds held (£)	
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Serve notice for you? Yes - please serve notice using my signed authority No - I will serve it myself

Template: notice to your current agent

If you prefer to give notice yourself, copy the letter below onto your own details (or into an email), fill in the blanks and send it to your current agent. Check your management agreement first for the exact notice period and any required method of service.

[Your name]

[Your address]

[Date]

[Agent name]

[Agent address]

Dear Sir/Madam,

Re: Termination of management / letting agreement - [property address]

I am writing to give notice to terminate your management / letting services in respect of the above property, in accordance with our agreement dated [date, if known]. Please treat this letter as [___ months'] notice, with your services ending on [end date].

Please confirm in writing that you have received this notice and provide, by the end date:

- a final statement of account and the return of any rent, deposit, float or other funds you hold;
- confirmation of how the tenant's deposit is protected (scheme and reference) and your agreement to transfer or release it as instructed;
- copies of all tenancy and compliance documents (tenancy agreement, gas safety record, EPC, EICR, inventory/check-in, Right to Rent checks, How to Rent guide and inspection reports);
- all sets of keys for the property.

I have appointed Rent Right Estates Ltd as my new managing agent. Please liaise with them directly to arrange an orderly handover and copy them in at info@rentrightestates.co.uk.

Please also confirm the date to which rent has been collected and passed to me, and the position on any arrears.

Yours faithfully,

[Your signature]

[Your name]

3 Tenancy details

Tenant name(s)	
Tenant phone	
Tenant email	
Tenancy type (e.g. Assured Shorthold Tenancy)	
Tenancy start date	
Fixed term / end date (if any)	
Current monthly rent (£)	
Rent due date / frequency	
Rent paid up to (date)	
Any arrears? Amount (£)	

Deposit

Deposit amount held (£)	
Protection scheme (DPS / TDS / MyDeposits)	
Deposit protection reference	
Date deposit protected	

Compliance handover checklist

Tell us what's already in place so we can verify it and fill any gaps. Don't worry if you're unsure - we'll check everything on takeover and let you know exactly what's needed.

Compliance document / item	In place?		Date / expiry
Gas Safety Record (CP12) - annual	Y	N	
Energy Performance Certificate (EPC, min. band E)	Y	N	
Electrical Installation Condition Report (EICR) - 5-yearly	Y	N	
Smoke alarms on every floor & CO alarms fitted/tested	Y	N	
Portable Appliance Testing (PAT) - if supplying appliances	Y	N	
Legionella risk assessment	Y	N	
Right to Rent checks completed for all tenants	Y	N	
How to Rent guide served (latest version)	Y	N	
Deposit protected & prescribed information served	Y	N	
Signed tenancy agreement (AST) available	Y	N	
Inventory / check-in report available	Y	N	
HMO / selective licence (if applicable)	Y	N	
Keys available for handover	Y	N	

Anything else we should know?

4 Authority to act & instruction

Please read and sign below. This authorises Rent Right Estates Ltd to act for you and to deal with your current agent on your behalf.

- I/we instruct Rent Right Estates Ltd to provide letting and/or property management services for the property described in this pack, at the service level and fees indicated in Section 1.
- I/we authorise Rent Right Estates Ltd to contact my/our current agent to give notice (where requested), and to obtain the tenancy file, compliance certificates, keys, deposit information and any funds held on my/our behalf.
- I/we confirm I/we are the legal owner(s) of the property, or am/are authorised to instruct an agent in respect of it, and that the information given in this pack is correct to the best of my/our knowledge.
- I/we understand that a full management agreement will be provided for signature and that Rent Right Estates' services are subject to its terms.

Data protection consent (UK GDPR)

I/we consent to Rent Right Estates Ltd holding and processing the personal data in this pack to provide letting and management services, including sharing relevant details with my/our current agent, the tenant, contractors, referencing providers, deposit schemes and other parties as reasonably required. Data is handled in line with Rent Right Estates' Privacy Policy (rentrightestates.co.uk/privacy-policy). Consent can be withdrawn in writing at any time.

I/we consent to the above

Signatures

Landlord 1 - full name	
Signature	
Date	

Landlord 2 - full name (if jointly owned)	
Signature	
Date	

Rent payment details (optional - you can provide this securely later)

For your security, you may prefer to give bank details by phone or via our secure onboarding rather than on this form.

Account name	
Sort code	
Account number	

Rent Right Estates - office use only

Received by / date	
Notice served to previous agent (date)	
File & compliance received (date)	
Management agreement issued (date)	
Onboarding complete (date)	

Important

This pack is provided by Rent Right Estates Ltd to help landlords switch agents. It is general information, not legal advice. Always check your existing management agreement for the exact notice period and method of service before giving notice. Fees quoted are correct at the time of publication and are confirmed in your management agreement. Rent Right Estates Ltd is registered in England & Wales. Member of Propertymark, protected by Client Money Protection and the Property Redress Scheme (PRS057499).