



Richmond Holmes Estates
ESTATE AGENT

Residential Landlord Management Renewal Agreement

Existing managed property - renewal of Richmond Holmes Estates management appointment

V.1 - England and Wales

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V.1

This agreement renews the management appointment between the existing landlord and Richmond Holmes Estates for the property below. It does not create, renew or vary the tenant's tenancy; the tenancy continues separately in accordance with its own terms and applicable law.

RENEWAL PARTICULARS

LANDLORD / COMPANY LEGAL NAME

ADDITIONAL LANDLORD

PROPERTY ADDRESS

PROPERTY REFERENCE

EXISTING MANAGEMENT AGREEMENT DATE / REF

RENEWAL EFFECTIVE DATE

CURRENT TENANT(S) / OCCUPIER(S)

CURRENT RENT

GBP _____ pcm

LANDLORD EMAIL

LANDLORD TELEPHONE

RENEWED SERVICE AND COMMERCIAL TERMS

☐ RH Full Management - 10% of rent collected ☐ RH Basic - 7% ☐ RH Portfolio Full Management - 5% (subject to approval) ☐ Other agreed rate: _____ % / GBP _____

RENEWAL MANAGEMENT PERIOD

12 months from the Renewal Effective Date

NOTICE AFTER / DURING RENEWAL

Landlord: 3 months' written notice, not to expire before end of renewal period

RICHMOND HOLMES ESTATES NOTICE

1 month's written notice, subject to immediate termination rights for serious breach/illegality

ROUTINE REPAIR AUTHORITY

GBP 150 per individual item unless varied below

REPAIR FLOAT (IF APPLICABLE)

GBP 250 unless another amount is agreed

SPECIAL FEE / COMMERCIAL VARIATION

1. Renewal of appointment

1.1 The Landlord renews the appointment of Richmond Holmes Estates as managing agent for the Property from the Renewal Effective Date for the service selected above.

1.2 The latest Residential Lettings & Property Management Terms of Business provided to the Landlord at signing form part of this renewal. Where there is a conflict, this signed Renewal Agreement and any signed property-specific special terms prevail.

1.3 The renewal does not disturb accrued rights, rent or accounting already due under the previous management appointment.

2. Continuing management authority

2.1 Richmond Holmes Estates may continue to collect rent, communicate with the tenant, manage permitted payments, coordinate repairs and compliance work, arrange inspections and carry out the functions included in the selected service.

2.2 The Landlord authorises Richmond Holmes Estates to deduct properly due management commission, agreed charges and authorised expenditure from landlord funds held or rent collected, with deductions shown on statements.

2.3 Existing tenant records, keys, deposit records, certificates, notices and management history may continue to be used for the ongoing appointment.

3. Landlord confirmations

3.1 The Landlord confirms that ownership, mortgage, insurance, superior lease and licensing permissions remain sufficient for the Property to be let and managed, and will promptly disclose any change.

3.2 The Landlord remains responsible for property condition, safety, statutory compliance and costs allocated to the Landlord under the continuing terms.

3.3 The Landlord confirms that Richmond Holmes Estates may contact the tenant directly in the ordinary course of management and that the Landlord will not knowingly give conflicting instructions to the tenant or contractors.

4. Fees, rent and repairs

4.1 Management commission is charged at the selected rate on rent collected, together with separately agreed charges and authorised third-party costs.

4.2 The routine repair authority and repair float shown above apply unless a later written property-specific instruction changes them.

4.3 Any material change to the management service or fee will be recorded in writing and will not apply retrospectively.

5. Duration and termination

5.1 The renewed appointment has a 12-month minimum period beginning on the Renewal Effective Date. Notice may be served during that period but cannot expire before the end of the 12 months.

5.2 The Landlord may terminate by at least three months' written notice. If immediate handover is requested before the minimum period or notice expires, accrued sums and any early termination amount due under the continuing Residential Landlord Terms of Business remain payable.

5.3 Richmond Holmes Estates may terminate on one month's written notice, or sooner where the continuing terms allow immediate termination for serious breach, illegality, abusive conduct, risk or inability lawfully to continue.

5.4 After valid termination Richmond Holmes Estates will reasonably cooperate with handover of keys, records and client funds once properly due sums and handover requirements have been dealt with.

6. Existing tenancy and future changes

6.1 This management renewal does not itself alter the rent, tenancy status, deposit, occupants or possession rights under the tenant's existing tenancy.

6.2 Rent reviews, statutory notices, tenancy changes or possession steps will be dealt with separately using the law and prescribed procedure in force at the relevant time.

6.3 A new property, a new service package or a material bespoke arrangement may be recorded by a separate signed schedule or replacement management agreement.

7. Notices, privacy and electronic signing

7.1 Contractual notices may be delivered by email, hand or prepaid post to the latest notified contact details unless the law requires another method.

7.2 Personal data will be handled for property management, accounting, compliance, maintenance, dispute handling and related lawful purposes in accordance with the Richmond Holmes Estates privacy notice.

7.3 Where a statutory consumer cancellation right applies to a renewal signed online or away from Richmond Holmes Estates premises, that right is preserved. If the Landlord expressly asks Richmond Holmes Estates to continue work during that period, payment may be due for services properly supplied before cancellation where permitted by law.

PROPERTY-SPECIFIC RENEWAL NOTES

Use this section for any agreed change that is specific to this renewal. If blank, the standard renewal particulars above apply.

SPECIAL TERMS / INCENTIVE / FEE CHANGE

AGREEMENT AND SIGNATURES

By signing, the parties confirm that the renewal particulars are complete, the selected management service is accepted and the continuing authority described in this agreement is granted to Richmond Holmes Estates.

☐ I confirm that this is a renewal of Richmond Holmes Estates management services for the Property and not a new tenancy agreement with the tenant.

☐ I accept the selected management fee, the 12-month renewal period and the applicable notice requirements.

☐ I have received or been given access to the Residential Landlord Terms of Business version incorporated into this renewal.

LANDLORD / OWNER 1 - FULL NAME

SIGNATURE / DATE

LANDLORD / OWNER 2 - FULL NAME

SIGNATURE / DATE

RICHMOND HOLMES ESTATES - NAME / POSITION

SIGNATURE / DATE

EMAIL FOR NOTICES

MOBILE / SIGNING VERIFICATION

Electronic signatures and counterparts may be used. The completed signing record may include the document version, date, time, email address and verification evidence generated by the signing platform.

Supersession of previous terms. From the Renewal Effective Date, this agreement and the incorporated V.1 terms supersede and replace all previous residential management terms, agreements and instructions between Richmond Holmes Estates and the Landlord for this Property, except accrued rights, unpaid sums and provisions expressly stated to continue.

Commencement of services

Residential management renewal

This provision forms part of the accompanying V.1 agreement when supplied and accepted with it. It clarifies service timing and preserves the other agreed terms. It does not retrospectively vary an existing signed agreement.

Richmond Holmes Estates will normally begin administrative preparation for the agreed renewal immediately after the completed renewal has been signed by the customer and accepted by Richmond Holmes Estates. The renewed appointment itself starts on the Renewal Effective Date recorded in the schedule. Signing earlier does not bring forward that date or restart a minimum term. Existing services may continue under an existing valid appointment; the renewal does not itself vary a tenancy or occupational lease.

Where a statutory consumer cancellation period applies, services will begin during that period only after the customer's express request, recorded on paper, by email or another durable medium, and after the required cancellation information has been supplied. The general signature alone is not treated as that request. Without it, services under the new appointment will begin after the cancellation period ends, or on a later agreed date. If the customer validly cancels during that period, only the proportionate amount lawfully payable for services actually supplied may be charged. Starting work or finding a tenant or buyer does not by itself remove cancellation rights.

This provision does not create a new fee, accelerate an existing fee trigger or increase any agreed cancellation charge. Outside statutory cooling-off cancellation, only charges properly payable under the agreement and applicable law may be recovered, with no double recovery for the same work or loss. Statutory cancellation rights take precedence over conflicting fee, minimum-term and notice provisions.