

## **Standard Agent Sub-Letting Agreement**

### **1. Operation**

We (Churchwood Valley, hence-forward described as CWV) agree on an agency basis to sublet your chalet or lodge on the same basis as we hire our own chalets to holiday visitors. This basis incorporates the following terms and characteristics:-

- a) CWV advertises its own chalets in the national press, through booklets and leaflets and on our and other websites. This will apply to your chalet or lodge.
- b) CWV staff will handle all enquiries for lettings, send brochures, arrange for payment and provide all relevant information to guests in the same way as they do for our own customers.
- c) CWV cleaning and maintenance staff will clean and prepare your chalets at each changeover day in exactly the same way as they do for our own chalets. This process includes maintenance and health and safety checks and remedying any defects before the guests arrive.

### **2. Charges.**

- a) We will let your chalet on the same basis as our own equivalent buildings, including any special offers that may be applicable. The letting income per week for each chalet is related to its type and to the time of year. (See Note 1)
- b) We will charge you a management fee of 30% plus VAT of the rental income received.
- c) You will arrange to make available your lodge or chalet for pre-agreed blocks of at least four weeks during the main season from April through October. The longer the blocks, and the earlier we can begin advertising them, the greater number of bookings we can hope to achieve.
- d) Private owners of chalets, whether or not they choose to sublet their properties, are subject to a series of annual costs (such as ground rent, service charge, utility standing charges and insurance costs - these are detailed on the accompanying documentation). In addition, if necessary, you will be liable for charges to cover the cost of upgrading your chalet or lodge to ensure it is maintained at the same standards as our own equivalent sized buildings. This charge will cover such work as upgrading kitchens, replacing equipment (such as fridges, cookers and TVs), replacing carpets, vinyl floor covering and furniture and improvements to the structure and décor. This charge is subject to negotiation.
- e) Before the beginning of a block period, we reserve the right to clean or maintain the chalet

or lodge so that it conforms to CWV standards, including windows, garden furniture and the patio.(see Note 2) During any one season we will do up to six hours cleaning, prior to letting blocks, free of charge. Any further cleaning or other work required will be charged at £16.75 per hour plus VAT for the labour, plus materials

f) At the end of a block letting period, the cabin will be cleaned and checked, the cost of this being covered by the management letting fee.

g) **Example of Charges** - Let us assume that the gross earnings of your cabin or lodge in the main season (late March to the end of October) is £10,000. From this sum a management fee of 30% plus VAT will be deducted and the net balance of rents deducted and paid over to you. You will be responsible for ascertaining and paying any taxes applicable on the rents received.

	£	£
i.e. Total rents collected on your behalf by CWV as agents		10000.00
Less amounts paid to CWV		
Net Management fee (30%)	3000	
Output <a href="#">VAT@20%</a>	<u>600</u>	<u>3600</u>
Balance paid to owner		<u>6400</u>

A summary of rents received and management charges incurred together with an appropriate invoice will be produced by CWV for the quarters ended 30 April, 31 July, and 31 October, and together with the payment, will be made available to the owner in May, August and November accordingly.

**Please note: Our terms and conditions prohibit private subletting**

Signed: JC Stansell

SA Stansell

(Managing Partners)

Signed:

(Buyer)

**Note 1** We reserve the right to let your cabin or chalet at a discounted price – for example at short notice – to secure the maximum number of bookings possible.

**Note 2** Before the start of each season, all cabins and lodges must be given a “winter clean”. This includes shampooing carpets, washing duvets and curtains and steam cleaning in areas such as kitchens and bathrooms. We will charge for this work at our normal hourly rate of £16.75 per hour excluding VAT, plus any charges for external contractors such as carpet cleaners.

Please let us know by 15 January if you do not want us to carry out this service.