



C. SERVICES	
Electricity :	KPLC
Water:	NCC
Drainage:	NCC

The agent hereby agrees with the tenant as follows:

1. Disbursements	
To pay the following dues from the rent proceeds:	
1. Rates:	
2. Land Rent:	
3. Service Charge:	
4. Insurance Premium:	
5. Water	TENANT
6. Electricity	TENANT
7. Ground Staff	N/A
2. Payment Conditions	
To pay rent proceeds (less management fees, disbursements, maintenance and other expenses as shown above) to:	
Account Name:	
Bank:	
Branch:	
Account No.:	
To send statements quarterly to:	
Name:	
Address:	
E-Mail:	

3. Management and Letting Fees

To make timely payment as shall be agreed of the following:

- a. Management fees @ 7.5% of gross recoveries deductible at source.
- b. Letting or reletting fees @ 5% of the annual rent.
- c. Renewal negotiation fees for an existing tenant @ 2.5% of the annual rent for a lease of one year.

All fees shall attract VAT.

The landlord hereby agrees with the agent as follows:

1. That whilst the landlord's prior approval will be obtained for any maintenance and /or renewals that are not urgent, the agent is authorized to effect on their own initiative any urgent or minor repairs, which in your professional opinion warrant immediate attention. However, this should not exceed Kshs. 10,000/= for any one item.
2. To authorize you to sign and to execute Tenancy Agreements and any other Documents relevant to the property.
3. My/Our lawyers are _____

of P. O. Box _____
who the agent may use in case of legal issues related to the property. However, prior to giving them instructions the landlord shall be informed for the approval of the instructions.

SIGNED (OWNER)	DATE
SIGNED (FOR HERITAGE PROPERTY CONSULTANTS LTD)	DATE