



PROPERTY MANAGEMENT - MAINTENANCE/REPAIR AUTHORISATION

You have instructed us to manage the rental of your property and under the rules of the National Association of Estate Agents / Association of Residential Letting Agents we must make sure we have clear, documented instructions from you before engaging contractors to carry out works to your property and paying them from client's monies.

Please take a few moments to consider the statements below and indicate by ticking the relevant boxes and signing and dating this form to confirm your preferences.

In some instances, in order to safeguard tenants, other persons and the property, we will take the appropriate action without reference to you. This will only occur in emergencies i.e. escape of gas, water etc.

Action	Confirmation
I authorise David Clark and Company (Ely) Ltd to arrange Gas Safety certificates and Energy Performance Certificates on my behalf when needed.	
I authorize David Clark and Company (Ely) Ltd to arrange Electrical Installation Condition Reports on my behalf as and when needed	
I wish to be contacted on each and every occasion works are believed necessary or requested to authorise works.	
Should any works be needed please contact my specified contractor (please detail names and contact numbers below)	
I authorise David Clark and Company (Ely) Ltd to arrange works on my behalf when needed up to a maximum value of £..... without reference to me/us.	

Signed:.....

Date:.....