

Dear Sir/Madam,

We thank you for the opportunity to introduce our company to you. We would like to be of service to you so that you, as an investor, can enjoy your investment.

Following our appointment, we shall undertake the following services as the Letting Agent:-

DUTIES AS LETTING AGENTS:

1. Advertise the premises on your behalf as and when necessary.
2. Interview and/or do a credit reference on the applicant(s).
3. Prepare all the necessary Lease documentation (at the cost of the applicant).
4. Collect and hold key/damage deposit (in trust account) equal to one month's rental.
5. Collect and hold electricity deposit (in trust account).
6. Monthly collection of rentals from tenant(s).
7. Arrange necessary repairs, up to R (*to be decided by you*) without prior approval.
8. Rental disbursements (i.e. Rental less commission, levies, V.A.T where applicable, bonds and repairs) will be made approximately on the 7th or first working day thereafter, to you.
9. Arrange for inspection of premises when tenant vacates. Presents a quote for maintenance to be done.
10. Re-Let premises
11. To sign the Lease(s) on your behalf.
12. Review rental and collect all monies due to the Lessor in terms of the Lease.

The Mandate is for the letting of the premises for a minimum period of six (6) months or until the end of the set period of the Lease, and the charge is as follows:

- A monthly commission of 8%, excluding V.A.T., of GROSS rentals.

We trust that this letter will provide the information necessary to convince you to use Topaz Properties as your Letting Agents. Should you have any queries in this regard, please do not hesitate to contact us.

Yours faithfully

E. Strampe