



## Our recommended suppliers and referral fee Disclosure form

**Data Controller Information:** Adams Estate Agents Ltd is registered with the Information Commissioners Office under registration number: Z3150828.

Our providers have confirmed they comply with the Data Protection Act 2018 and the General Data Protection Regulations 2018 (GDPR) when handling your data.

We confirm that we share your personal data with the following organisations in the course of business and in compliance with our data protection legal obligations (GDPR):

**Anti-Money Laundering Checks - Creditsafe Business Solutions Ltd.** Registered Address: Bryn House, Caerphilly Business Park, Mid Glam, CF83 3GG.

**Tenant Referencing, Rental Insurance & id checking – Goodlord.** Registered Office: 1-10 Huguenot Place, 17 Heneage Street, London, E1 5LN.

**Energy Performance Certification – Chosen Energy (Mr N Smee) Churchdown, Gloucester.**

**HMRC –** We are legally required to provide hmrc with landlord information and rental income reports under legislation such as the Finance Act 2011 or the Income Tax Act 2007.

We confirm we will share your personal data with the following in compliance with data protection 'legitimate interests':

**Jupix/Property Software Group –** Our cloud based estate agency software system and customer relationship management system accessed by us for Sales and Lettings operations.

**Goodlord Tenant Referencing, Document signing, Rent Insurance & id checking –** Registered Office: 1-10 Huguenot Place, 17 Heneage Street, London, E1 5LN.

**Utility companies** for transferring utilities into or out of the landlord/tenants names as required.

**Chosen Energy (Mr N Smee) Churchdown, Gloucester –** For production of property floorplans and EPC's.

**Approved Gas & Electrical Contractors –** Landlord and Tenant contact information for repairs and maintenance is legitimately passed to contractors for specified work when required.

If you consent when asked, we would like to forward your information to some of these selected third party providers whose details are listed below:

**EPCs, floorplans, virtual tours – Chosen Energy (Mr N Smee) Churchdown, Gloucester.**

**Conveyancing Services –** Willans LLP Solicitors, Cheltenham or Thomas Legal, Gloucester.

**Independent Financial Advice / mortgages –** The Mortgage Branch, Cheltenham

**Independent Surveyors –** Clark & Jay Surveyors, Worcester and/or Cotswold Surveyors, Cheltenham.



Referral Fee Disclosure

In addition to receiving commission or fees from clients who instruct us or sell or rent their properties we may also, from time to time, receive a commission, payment, fee or other benefit (known as a referral fee) from ancillary service providers for recommending services to you. Whilst we believe that you may well benefit by using the services of any of the providers listed you are under no obligation to do so.

Declaration:

We recommend the services of carefully selected third party providers that we believe offer our clients excellent standards of service. Should you decide to use any of the services introduced by us you should know that we would expect to receive a referral fee from some of them for the introduction. **Please note that you are under no obligation to use ANY of the services of these recommended providers.**

**If you consent when asked we will forward your information to selected third party providers the details of which are below:**

<u>Nature of Business &amp; companies we use:</u>	<u>Referral fee amount (incl vat)</u>
<b>EPCs, floorplans, virtual tours</b> – Chosen Energy (Mr N Smee) Churchdown, Gloucester.	£10
<b>Conveyancing Services</b> – Willans LLP Solicitors, Cheltenham or Thomas Legal, Gloucester	£0 £100
<b>Independent Financial Advice / mortgages</b> – The Mortgage Branch, Cheltenham	£100
<b>Independent Surveyors</b> – Clark & Jay Surveyors, Worcester	

Please note that should we have to recommend an alternative supplier to the ones mentioned on this list we will inform you of their details in advance of them making contact with you.

Customer signature(s):

I/we confirm that I/we have received notification of the list of Adams Estate Agents suppliers and of the potential referral fees Adams may receive as noted above should we go ahead with the introduction to any of the providers listed and we understand that we are under no obligation to use any of the services of these recommended providers.

Signed: \_\_\_\_\_ Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_