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1. Purpose of Policy

- 1.1 This Policy sets out how the Company handles Client Money on behalf of its clients.
- 1.2 The Company shall handle Client Money in accordance with this Policy.
- 1.3 The aims of this Policy are:
 - 1.3.1 To ensure that Client Money is held safely;
 - 1.3.2 To ensure that the Company complies with its legal and regulatory obligations as regards Client Money.

name>> (“the Company”) handles Client Money in accordance with this Policy. The Company shall ensure that Client Money is held safely; and that the Company complies with its legal and regulatory obligations as regards Client Money.

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2. Meaning of “Client Money”

- 2.1 Client Money is any money which is received by the Company that does not solely belong to the Company, including:
 - 2.1.1 Tenants’ deposits;
 - 2.1.2 Rents;
 - 2.1.3 Service charges;
 - 2.1.4 Interest credited to a Client Money account (unless there is a written agreement to the contrary);
 - 2.1.5 Arbitration fees;
 - 2.1.6 Fee money for the Company;
 - 2.1.7 Clients’ monies held in trust;
 - 2.1.8 Money held by the Company as Receiver or appointed as a Receiver;
 - 2.1.9 Sale proceeds;
 - 2.1.10 Auction sales.
- 2.2 Interest earned on Client Money shall be paid to the client unless there is a written agreement to the contrary, in which case the Company shall retain the interest.

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3. Legal and Regulatory Obligations

- 3.1 The Company shall ensure that it and all members of staff comply with all legal obligations relating to the handling of Client Money.
- 3.2 The Company shall ensure that it and all members of staff comply with any rules or regulations imposed on the handling of Client Money imposed by:
 - 3.2.1 Any professional body;
 - 3.2.2 Any trade association;
 - 3.2.3 Any Ombudsman.

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of which the Company

er of staff is a member.

3.3 The Company shall provide qualified staff to handle Client Money and shall provide appropriate training and support.

3.4 The Company is a member of a money protection scheme and shall display a certificate of its membership to the scheme on its website and in-brochure.

4. Client Bank Accounts

4.1 Client Money shall be held in separate client bank accounts which are separate from the Company's account and which shall have the word "client" in the account name.

4.2 Clients shall be advised of the account name and bank address and of any applicable charges.

4.3 Client Money received shall be promptly and in any event within <<3>> working days of receipt.

4.4 Client Money due to clients shall be transferred to the client promptly.

4.5 Clients will be provided with statements of income and expenditure and shall be entitled to request receipts on request.

4.6 The Company shall maintain appropriate accounting systems are in place, including arrangements for reconciliations and annual audits or inspections.

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This policy has been approved & adopted by the Board of Directors.

Name: <<Insert Name>>

Position: <<Insert Position>>

Director>>

Date: <<Date>>

Signature: