



LANDLORD – REGISTRATION AND BOOKING INFORMATION

REGISTRATION JGL Sporting Links Ltd will initially visit to inspect your property for suitability and will then place details of your home on our sporting lettings website under the appropriate event heading (www.jglSportinglinks.co.uk). It is expected that the Tenant will be associated with the event, either taking part themselves, sponsoring the event or working at the event. JGL will liaise with you and any potential Tenant in relation to viewing enquiries and negotiations.

BOOKINGS JGL's approved Owner and Tenant agreements will be used in all instances, without variation, to ensure fairness, consistency and clarity for all concerned. Our standard lease is for 10 days and will run from **Saturday 11th July 2020 until Monday 20th July 2020** unless different dates are prearranged between both parties.

At the time of booking the Tenant will pay a non refundable holding deposit, which amounts to 30% of the gross rent.

The balance will be due at least 60 days prior to the event together with a damage deposit amounting to 30% of the rental. For bookings made less than sixty (60) days before the event, the full rent plus damage will be due on signing the Agreement (130%). JGL will hold the refundable damage deposit as Stakeholder as per the terms of the Agreement.

CANCELLATIONS – TENANT The Tenant is entitled to cancel the Letting Agreement more than sixty (60) days before the event only on forfeiture of the 30% holding deposit. This amount will become payable to the Owner, less JGL's fees of 15% plus VAT (18% inc VAT).

Should the Tenant cancel less than sixty (60) days before the Event and full payment has been received, only the damage deposit will be returned to the Tenant and the rental paid to the property Owner under the agreed terms less JGL's fees of 15% plus VAT (18% inc VAT). If however, the property is re-let, JGL will return the rental achieved to the Tenant less the standard fee of 15% plus VAT (18% inc VAT).

CANCELLATION – OWNER The Owner will only be entitled to cancel in the event of causes beyond their control such as fire, storm, war or other similar causes or in the event of death or serious incapacity or injury to the Owner or a member of his household.

PAYMENT TO THE LANDLORD When JGL are in receipt of full cleared funds and prior to the Event, the Landlord will be paid 80% of the gross agreed rental, less JGL's agreed total fees of 15% plus VAT (18% inc VAT). The remaining 20% will be paid to the Landlord after the Event and may be used in agreement with the Landlord to pay for any emergency repairs or similar if required over the letting period (see Emergencies below) Please note that no payment will be made to a Landlord until JGL has been provided with a valid Landlords Gas Safety Certificate and JGL have received written confirmation that the Insurers of the Property have been notified that it is to be let for the Event.

EMERGENCIES In the event of JGL being unable to contact you, the Landlord, or your designated keyholder in cases of emergency (water ingress, breakdown, etc) JGL Sporting Links Ltd reserve the right to carry out emergency repairs to make good the Property for the remainder of the rental, payment for which will be taken from the 20% contingency monies held by us. The 20% contingency deposit will be released to the owner as quickly as possible after the letting period and no later than 31st August 2020.

WHAT DOES THE RENT INCLUDE? The Rent agreed will include electricity and gas or oil consumed during the period of occupancy. It also includes the telephone rental and broadband, local council tax and insurance of the property. The Tenant will be responsible for the cost of any calls or charges on the telephone account, movie download or similar via the television and any charges for internet download which exceed in total £30. On provision of fully itemised accounts for the period of the Agreement to JGL, any monies for which it has been agreed the Tenant is responsible will be deducted from the damage deposit.

EXTENSIONS TO PLAY The Tenant requests the option to extend the rental in the event, that The Open Championship runs to a Monday/Tuesday finish – any additional rent to be paid on a pro – rata basis.

LANDLORD - TERMS AND CONDITIONS

1. JGL SPORTING LINKS LTD acts as booking agent on behalf of the Owner. The contract is between the Owner and the Tenant and JGL will hold the Tenant's damage deposit as stakeholder which will be refundable as per the terms of the letting agreement.
2. The letting period will be a standard period for each event and will be clearly stated prior to booking and by agreement between Tenant and Owner
3. If the full amount of the rental is not paid by the due date, the Agent on behalf of the Owner shall be entitled to cancel the reservation and the Tenant will forfeit the deposit.
4. If the Tenant wishes to cancel the reservation more than 60 (sixty days) before the event, he/she will forfeit the 30% deposit. If the property is re-let for the period reserved a refund will be made dependent on the rent achieved, less the administration fees of the Agent.
5. The Owner can only cancel in the event of causes beyond his control such as fire, storm, fire or similar or in the event of the death or serious incapacity or injury to the Owner or a member of his household.
6. The Owner undertakes to present the property in an absolutely clean and tidy condition with all beds made up together with additional bed linen and towels as per JGL's leaflet 'How to prepare your Property'.
7. The Owner will be responsible for informing their insurance company of a let.
8. The Owner will be responsible for obtaining a current Landlord's Gas Safety Certificate.
9. The Owner will ensure there is a smoke alarm on each floor of the property.
10. The Owner will ensure that carbon monoxide detectors are installed in high risk rooms, such as where solid fuel heating systems are installed and especially when a gas boiler is installed.
11. Electricity, gas or oil consumed is included in the rental as is the telephone rental, local council tax and insurance on the property (excepting the Tenants' personal belongings which should be covered by the Tenant's own insurance policy).
12. WIFI Data should where possible be "*unlimited*", where there is a download limit this should be made known at the time of listing. The Tenant will be responsible for the cost of any calls or charges on the telephone account, movie/wifi download, or purchase or expenditure incurred through digital media systems or app download exceeding in total £30. On provision of fully itemised accounts by the Owner to JGL for the period of Agreement any monies for which it is agreed that the Tenant is responsible, will be deducted from the damage deposit.
13. The Owner of the property or his/her representative shall allow the Tenant quiet enjoyment of the property. Access to the property during the period of occupancy should be by prior appointment only, except in cases of emergency.
14. The Agent will not be liable for any act or neglect or default on the part of the Owner or for any loss, damage, expense, accident, injury or inconvenience whether to persons or to property which the Tenant or any member of his party or any other person may suffer or sustain arising out of or in respect of the reservation or otherwise howsoever caused.
15. The Agent cannot accept liability for happenings outside its reasonable control, including without limitation breakdown of domestic appliances, plumbing, wiring, temporary invasion of pests, annoyance through local flora and fauna, damage resulting from exceptional weather conditions or the Owner's negligence resulting in loss, injury or accident. The Owner should have adequate liability insurance in place.
16. The Agent is not liable for any claim for compensation from the Owner in respect of any booking not honoured by the Tenant.

HOW TO PRESENT YOUR HOUSE

It is essential that your home is presented in the best possible condition, scrupulously clean and tidy, with all appliances in good working order. The checklist below may help you:

- Fresh and clean decoration both inside and outside.
- Extra front door keys cut and checked that they all work.
- Sitting rooms and dining room should have adequate seating to accommodate the maximum number of guests.
- All beds must be made up with good quality linen, and towels provided for each occupant.
- One change of linen and towels must be provided for each bed.
- All mattresses should have mattress covers fitted.
- A minimum of half a wardrobe of hanging space should be provided for each bedroom.
- A minimum of 3 drawers should be provided for each bedroom.
- All kitchen appliances must be spotlessly clean for tenants on arrival.
- Freezer should be defrosted and at least one shelf should be left available (if chest freezer, owner's supplies covered by black bin liner).
- Refrigerator should be defrosted and left spotlessly clean and empty. However, unopened orange juice, milk, etc may be left for the tenant as a welcoming gesture.
- Kitchen cupboards must be left scrupulously clean. Please leave any unopened non-perishables/dried stores in them but clear one cupboard for tenants to store their food.
- The oven and hob must be spotlessly clean.
- Any areas of storage for owner's property should be clearly marked and locked.
- Items of great value or of sentimental value should be removed or stored in a locked area.
- At least one television should be provided and be in good working order with either SKY or Freeview and clear instructions left for operation.
- A broadband/wireless internet connection is required with details of access.
- If your home is in a restricted parking zone during the golf, parking permits applied for by the owner must be left in a prominent place for the Tenant to see.
- A "Home Pack" must be provided, and prominently displayed in the house. This should give all the instructions for the electrical and gas appliances throughout the property, cold water stop tap, internet access, keyholder contact numbers, etc. Burglar alarm details and how to operate, including contact numbers for any maintenance contracts. Your preferred tradesmen in case of emergencies should also be provided.

Prospective Landlord Privacy Notice

JGL Sporting Links Ltd is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, **JGL Sporting Links Ltd, is the Data Controller, Clementine Mulligan** is the person responsible for data protection and can be contacted at **3b Dicconson Terrace, Lytham, Lancashire, FY8 5JY**

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Information held

The personal data we process may include the information in column A of the attached appendix. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from 3rd parties or via third parties e.g. Land registry, Local authority licensing.

Lawful basis of processing

Your personal data will be used for the activities in column D. There are 6 lawful basis of processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the date the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you following the appraisal of your property; to seek your consent when we need it to contact you; to fulfil our legal and contractual duties.

Online identifiers, IP addresses and cookie identifiers

Where you visit our website we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at www.allaboutcookies.org

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

Where is the data stored?

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to the time defined in column H after the appraisal of your property. What information can be anonymized will be when no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw consent at any time.

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, **Clementine Mulligan, JGL Sporting Links Ltd at 3b Dicconson Terrace, Lytham, Lancashire, FY8 5JY** or emailing **golf@jgl.co.uk**

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the livechat function.

Data controller	JGL Operations Ltd	Appendix					
A	B	C	D	E	F	G	H
JGL Sporting Links							
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Golf Landlord name	Staff/Online Registration	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff, contractors,	Paper /Electronic	6 years after Landlord end of tenancy
			To be able to contact landlord	Contract fulfilment	Staff, contractors,	Software system	6 years after Landlord end of tenancy
			To offer extra services	Consent	Contractors, staff,	Paper /Electronic	6 years after Landlord end of tenancy
			If legal action is needed	Legal work	Staff, Solicitors, Court Services	Paper /Electronic	6 years after Landlord end of tenancy
Golf Landlord contact details	Staff/Online Registration	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff	Paper /Electronic	6 years after Landlord end of tenancy
			To be able to contact landlord	Contract fulfilment	Staff, contractors,	Software system	6 years after Landlord end of tenancy
			To offer extra services	Consent	Staff, 3rd Party	Paper /Electronic	6 years after Landlord end of tenancy
			To provide details to contractor	Contract fulfilment	Contractors, staff,	Software system	6 years after Landlord end of tenancy
			To chase rent arrears	Contract fulfilment	Staff	Paper / electronic	6 years after Landlord end of tenancy
			If Legal action is needed, for example deposit claim	Legal Work	Solicitor, Court Services	Paper / electronic	6 years after Landlord end of tenancy

Golf Applicant Landlord contact details	Staff/Website host	In office, over the phone, email, self-registration	To add to database	Consent	Staff, back up / cloud provider	Software system	12 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	12 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	12 months after enquiry
			To create a Landlord record	Consent	staff, back up / cloud provider	Software system	12 months after enquiry
			To create application process	Consent	Staff,	Software system	12 months after enquiry
			To create Tenancy Agreement	Consent	Staff & Tenant	Paper / electronic	12 months after enquiry