

Residential Lettings Agent's Details (Rent Collection Service)

Agent's details

1. Agent's name: << >>
2. Agent's address: << >>
3. Agent's office telephone number: << >>
4. Agent's out of hours/emergency contact number: << >>
5. Agent's fax number: << >>
6. Agent's email address: << >>

Owner's details

7. Owner's name: <<If ownership is shared, list all names>>
8. Owner's address: << >>
9. Owner's daytime telephone number: << >>
10. Owner's evening telephone number: << >>
11. Owner's mobile telephone number: << >>

Property details

12. Property name: << >>
13. Property address: << >>
14. Description of Property:
 - a) ☐ [house] ☐ [bungalow] ☐ [flat – above ground level (with lift)]
 - b) Number of bedrooms: << >>
 - c) Description of bedrooms: <<one single>>
 - d) Number of family bathrooms: << >>
 - e) Number of en-suite bathrooms: << >>
 - f) Number of reception rooms: << >>
 - g) Kitchen facilities: ☐ [full size oven and hob] ☐ [small oven and hob] ☐ [microwave] ☐ [dishwasher] ☐ [washer dryer] ☐ [washer] ☐ [dryer] ☐ [other] <<other>>
 - h) Outside space: ☐ [private garden] ☐ [yard] ☐ [balcony]
 - i) Suitable for disabled access: << >>
 - j) Parking: ☐ [garage for << >> car(s)] ☐ [on street] ☐ [other] <<other>>
 - k) Other features: << >>
15. Shared facilities/amenities: <<residents' gym>>
16. Maximum number of occupiers: << >>
17. Pets: ☐ [not permitted] ☐ [one well behaved dog] ☐ [other] <<other>> [permitted subject to prior consent]

of Agent/Owner]

Agency details

18. Agency start date: <<start date>>
19. Fixed term (during which neither party shall be entitled to terminate this agreement): <<e.g. 8 weeks from agency start date>>
20. Basis of agency: find a tenant for the property on a [sole agency] [multiple agency] basis
21. Letting Commission: << >>% of the rent due for the first year of the tenancy (<< >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the whole term of the tenancy)
22. Rent collection Commission: << >>% of the rent due for the first year of the tenancy (<< >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the whole term of the tenancy)
23. Target rent: from £<< >> to £<< >> with
24. Security deposit to be taken from the tenant [one]
25. Other permitted payments required (<< >> details, e.g. refundable holding deposit>>
26. Additional services to be provided

Energy Certificate	Performance	<< >> [inclusive of VAT (<< >> plus VAT)]
Gas safety check		<< >> [inclusive of VAT (<< >> plus VAT)]
Electrical check		<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm installation		<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm start tenancy check		<< >> [inclusive of VAT (<< >> plus VAT)]
Fire doors check		<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory preparation		<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check-in		<< >> [inclusive of VAT (<< >> plus VAT)]

Inventory check-out	<< >> [inclusive of VAT (<< >> plus VAT)]
<<Insert any services>>	<< >> [inclusive of VAT (<< >> plus VAT)]

Acknowledgement

I/We have read and agree (Rental Collection Service) [which a copy of which I/we have received from the Agent]

I/We have completed and signed the consents to Letting form. If any consents are outstanding I/we will obtain them as soon as possible and will inform the Agent in writing when any consent is obtained.

I/We wish to appoint the Agent to collect rent during the tenancy.

I/We confirm that by entering this agreement (including planning control, etc.) we will not be in breach of any restriction (e.g. leases and mortgage conditions).

I/We request the Agent to cancel the Property immediately and not to wait for the 14 day cancellation period to expire.

I/We acknowledge that if I/We cancel I/we will be liable to pay the Agent an amount that is in proportion to the rent performed up to the date of communication of the agreement.

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Information about the right to cancel

You have the right to cancel this contract giving any reason within 14 days of conclusion of the contract.

To exercise the right to cancel this contract you must give your decision to cancel this contract by a clear statement (e.g. a letter, email or fax) to the postal address, fax number or email address specified on the Appointment Form. You may use the attached model cancellation form.

To meet the cancellation period you must send your communication concerning your exercise of the right to cancel this contract before the cancellation period has expired.

Signed by the Owner:

Date:

Agent declaration

I have explained the terms and conditions of the Rental Collection Service to the Owner and have given them the opportunity to read this Appointment Form (Rental Collection Service).

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Signed by/on behalf of:

Date:

S

A

M

P

L

E

S

CANCELLATION FORM

To: <<Agent to insert physical address and email address>>

physical address and, where available, fax number

I/We (delete as appropriate) hereby certify that I/we (delete as appropriate) cancel my/our (delete as appropriate) agency services dated << >>.

that I/we (delete as appropriate) cancel agency services dated << >>.

Name of consumer(s)

Address of consumer(s)

Signature of consumer(s)

Date:

A

M

P

L

E