

Commercial Lease Assignment Form

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 owners are different to agent, please provide full sets of details>>
8. Owner's address: << >>
9. Owner's office telephone number: << >>
10. Owner's mobile telephone number: << >>
11. Owner's out of hours/emergency contact number: << >>
12. Owner's fax number: << >>
13. Owner's email address: << >>

Property details

14. Property name: << >>
15. Property address: << >>
16. Description of Property: <<If property is an office block with x number of designated parking spaces, please provide details>>
17. Shared facilities/services: <<If applicable, please provide details>>
18. Rights over other property: <<If applicable, please provide details of rights to use common parts of building>>
19. Plan attached showing the property and any other relevant details? <<Yes/No>>

Agency details

20. Agency start date: <<start date>> (date): <<e.g. 8 weeks from agency start date>>
21. Fixed term (during which the property will be let): <<e.g. 8 weeks from agency start date>>
22. Basis of agency: letting only [single agency] [multiple agency] basis
23. Commission: << >>% of the first year of the lease or licence to occupy (or, if the lease or licence is for less than a year, << >>% of the rent due for the whole term) [plus VAT]
24. Target rent: from £<< >> to £<< >> per calendar month
25. Estimate of other payments for insurance, £x per year for <<insert details, e.g. £x per year for >>
26. Additional services to be provided by the Agent:

	(£)	Agent's fee (£)
Energy Performance Certificate	<< >>	[plus VAT]
Schedule of Condition	<< >>	[plus VAT]
<<Insert any further services to be provided by the Agent>>	<< >>	[plus VAT]

Acknowledgement

I/We have read and agree to the Agent's Agency Terms and Conditions (Letting Only Service) [which are attached to this agreement] OR [a copy of which I/we have received from the Agent].

I/We wish to appoint the Agent to let the property.

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

Signed by the Owner: _____

Date: _____

Agent declaration

I accept the appointment to act as the Agent for the property above.

Signed by/on behalf of the Agent: _____

Date: _____