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Agent's details

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

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Owner's details

7. Owner's name: <<If owners are joint tenants, 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 telephone number: << >>
12. Owner's fax number: << >>
13. Owner's email address: << >>

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Property details

14. Property name: << >>
15. Property address: << >>
16. Description of Property: << Is the property situated in an office block with x number of designated parking spaces? >>
17. Shared facilities/services: << >>
18. Rights over other property: << If the property is part of a block of flats, rights to use common parts of building>>

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Lease details

19. Lease or licence to occupy: << >>
20. Copy of lease/licence provided: << >>
21. Rent, service charge and insurance: << Is the rent/charge/insurance demanded over? <<Yes/To follow>> >>
22. Management file/correspondence: << Is the management file/correspondence provided? <<Yes/To follow>> >>
23. Tenant's name: <<If owners are joint tenants, please provide full sets of details>>
24. Tenant's company number: << >>
25. Tenant's registered office: << >>

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- 26. Tenant's correspondence address: << >>
- 27. Tenant's daytime telephone number: << >>
- 28. Tenant's mobile telephone number: << >>
- 29. Tenant's out of hours/emergency telephone number: << >>
- 30. Tenant's fax number: << >>
- 31. Tenant's email address: << >>
- 32. Name and address of guarantor: << >>
- 33. Rent: £<< >> per year/per month
- 34. Other payments required (e.g. service charge, insurance payable in April, etc.): << >>

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Agency details

- 35. Agency start date: <<start date>>
- 36. Fixed term (during which rent is payable): <<e.g. 6 months from agency start date>>
- 37. Basis of agency: management only / full service
- 38. Commission: Means [£<< >>] per month / << >>% of the rent due in relation to the Property during the Agency term
- 39. Additional services to be provided: << >>

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| | Agent's fee (£) |
|--|------------------|
| <<Insert any further services to be provided>> | << >> [plus VAT] |

Acknowledgement

I/We have read and agree to the terms and conditions of the Agency Terms and Conditions (Management Only Service) [which are set out in the Agency Appointment Form] OR [a copy of which I/we have received from the Agent]

I/We wish to appoint the Agent to manage the Property on the following terms:

I/We confirm that by letting the Property we do not intend to exercise any planning control, restrictions in the Property or any other conditions.

Signed by the Owner: _____

Date: _____

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Agent declaration

I accept the appointment to act as the Agent on the terms set out above.

Signed by/on behalf of the Agent: _____

Date: _____

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