

Commercial Property Appointment Form
(Lease Renewal or New Appointment for Landlord)

Agent's details

1. Agent's name: << >>
2. Agent's address: << >>
3. Agent's office telephone number: << >>
4. Agent's fax number: << >>
5. Agent's email address: << >>

Landlord's details

6. Landlord's name: <<If owner, please provide full sets of details>>
7. Landlord's address: << >>
8. Landlord's office telephone number: << >>
9. Landlord's mobile telephone number: << >>
10. Landlord's fax number: << >>
11. Landlord's email address: << >>

Property details

12. Property name: << >>
13. Property address: << >>

Lease Details

14. Date: << >>
15. Original landlord: << >>
16. Original tenant: << >>
17. Copy of lease provided or to be provided: << >>

Agency details

18. Agency start date: <<start date>>

19. Fixed term (during which the Lease shall be renewed or terminated): <<e.g. 8 weeks from agency start date>>
20. Landlord's instructions (including any instructions to renew or terminate; any other requirements): << >>
21. Agency Fees (payable on the renewal lease or when the Lease terminates):
- a) Agency Fee for initial appointment: [a fixed fee of £<< >> plus VAT] OR [<< >>% of the first year of the renewal lease or the first year of the Lease if the Lease has a fixed term of less than a year, << >>% of the term of the lease or licence) plus VAT, subject to a maximum fee structure>>].
 - b) Additional Agency Fee if court proceedings are issued: [a fixed fee of £<< >> plus VAT] OR [an additional fee is to be charged if court proceedings are issued taken by the Agent] OR [<<insert other fee structure>>].
22. Fee if appointment is terminated before the renewal lease is completed: [a fixed fee of £<< >> plus VAT] OR [a fee reflecting the work undertaken up to the termination of the Agent's appointment. Such fee shall be agreed above].
23. Additional services to be provided:

	(£)	Agent's fee (£)
e.g. Schedule of Condition		<< >> [plus VAT]
<<Insert any further services>>		<< >> [plus VAT]

Acknowledgement

I/We have read and agree to the Agency Terms and Conditions for Lease Renewal or Termination (attached to this Appointment Form) OR [a copy of which I/we have been provided with].

I/We wish to appoint the Agent to act for me/us in relation to the renewal or termination of the Lease.

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

Signed by the Landlord:

Date:

Agent declaration

I accept the appointment to act as _____ out above.

Signed by/on behalf of the Agent: _____

Date: _____

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