

Commercial Property Appointment Form
(Lease Renewal or New Appointment Form Acting for Tenant)

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: << >>

Tenant's details

6. Tenant's name: <<If owner sets of details>>
7. Tenant's address: << >>
8. Tenant's office telephone number: << >>
9. Tenant's mobile telephone number: << >>
10. Tenant's fax number: << >>
11. Tenant'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 in force): <<e.g. 8 weeks from agency start date>>
20. Tenant's instructions (whether to renew the Lease or to 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 in respect of the Lease, an additional fee is payable of [£<< >> plus VAT] OR [the fee taken by the Agent] OR [<<insert other fee structure>>].
22. Fee if appointment is terminated before the renewal lease is completed: the Agent shall charge a fee reflecting the work undertaken up to the termination of the Agent's appointment. Such fee shall be <<insert fee>> as set out above.
23. Additional services to be provided by the Agent:

	(£)	Agent's fee (£)
e.g. Schedule of Conditions		<< >> [plus VAT]
<<Insert any further services to be provided>>		<< >> [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 renew the Lease or to terminate the Lease on my/our behalf in relation to the renewal or termination of the Lease.

Signed by the Tenant:

Date:

Agent declaration

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

Signed by/on behalf of the Agent:

Date: _____

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