

**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 owned by more than one person, please provide details of all owners>>
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. Current rent: << >>
18. Rent review date: << >>
19. Copy of lease provided or to be provided: << >>

20. Agency start date: <<start date>>

21. Fixed term (during which no rent review will take place): <<e.g. 8 weeks from agency start date>>

22. Landlord's instructions (targeting, marketing or other requirements): << >>

23. Agency Fees (payable on completion of each rent review):

a) Agency Fee for initial rent review: [a fixed fee of £<< >> plus VAT] OR [a percentage of annual rent payable once the rent review has been completed to a minimum fee of £<< >> plus VAT] **OR** [<<insert alternative fee structure>>].

b) Additional Agency Fee if the revised rent cannot be agreed by negotiation: [a fixed fee of £<< >> plus VAT] **OR** [£<< >> plus VAT] **OR** [other fee structure]

24. Fee if appointment is terminated before the rent review is concluded: [a fixed fee reflecting the work undertaken by the Agent up to the termination of the appointment. Such fee shall not exceed the fees stated above.]

25. Additional services to be provided:

## Acknowledgement

I/We wish to appoint the Agent to [REDACTED] [REDACTED] [REDACTED] me/us in relation to the rent review under the Lease.

Signed by the Landlord:

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**Agent declaration**

I accept the appointment to act as \_\_\_\_\_ out above.

Signed by/on behalf of the Agent: \_\_\_\_\_

Date: \_\_\_\_\_

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