

S

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: << >>

A

Owner's details

5. Owner's name: <<If owners are different to agent's details>>
6. Owner's address: << >>
7. Owner's daytime telephone number: << >>
8. Owner's evening telephone number: << >>
9. Owner's mobile telephone number: << >>

M

Accommodation details

10. Accommodation name: << >>
11. Accommodation address: << >>
12. Description of accommodation:
 - a) [house] [bungalow] [flat – above ground level] [flat – below ground level] [flat – above ground level (with lift)]
 - b) Number of bedrooms: << >>
 - c) Description of bedrooms: <<one twin with bunkbeds>>
 - d) Number of family bathrooms: << >>
 - e) Number of en-suite bathrooms: << >>
 - f) Number of reception desks: << >>
 - g) Dining table seats: << >>
 - h) Kitchen facilities: [full oven and hob] [small oven and hob] [microwave] [dishwasher] [washing machine] [washer dryer] [<<other>>]
 - i) Living area equipment: [television] [freeview] [freesat] [dvd player] [cd player] [ipod dock]
 - j) Outside space: [private garden] [yard] [balcony]

P

L

E

- k) Suitable for disabled
 - l) Parking: [garage for << >> car(s)] [on street]
 - m) Other equipment/facilities: <<insert details, e.g. swimming pool, hot tub>>
13. Shared facilities/amenities: <<insert details, e.g. bikes for hire>>
14. Description of local amenities:
- a) Shops: <<e.g. within << >> miles>>
 - b) Restaurants/pubs: <<insert details>>
 - c) Beach: << >>
 - d) Country walks: << >>
 - e) Other: << >>
15. Maximum number of occupants: <<insert details, e.g. cot>>
16. Pets: [not permitted] [one permitted] [permitted subject to prior consent of Agent/Owner]

Agency details

17. Agency period: from <<start date>> to <<end date>>
18. Basis of agency: fully managed [sole agency] [multiple agency] basis
19. Commission: << >>% of net rental <<insert details, e.g. per month>>
20. Target rent: from £<< >> for long stays; from £<< >> to £<< >> for short breaks
21. Security deposit to be taken: <<insert details, e.g. [none]>>
22. Other payments required from guests (to be paid for separately)>> <<insert details, e.g. heating or linen to be paid for>>
23. Letting Periods (when property is available for lettings): <<insert details, e.g. all year round apart from the reserved periods>>
24. Reserved Periods (when property is reserved for the Owner): <<insert details, e.g. last two weeks in May, two weeks in August (dates to be agreed)>>

Acknowledgement

I/We have read and agree to the Agency Terms and Conditions (Fully Managed) [<<include link to terms and conditions>>].

I/We wish to appoint the Agent to provide Accommodation.

I/We confirm that by entering into
(including planning control,

not be in breach of any restriction
eds and mortgage conditions).

[Signed: _____

Date: _____

S

A

M

P

L

E