

<b>Residential L (R</b>	<b>S</b>	<b>ment Form (e)</b>
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<b>Agents Details</b>	<b>A</b>	
Agent's name		
Agent's Address		
Agent's office telephone number		
Agent's email address		

<b>Owner/Landlord Details</b>	<b>M</b>	
Owner's name		
Owner's address		
Owner's telephone number		
Owner's email address		

<b>Property Details</b>	<b>P</b>	
Property address		
Postcode		
Title number		
Tenure		hold, Leasehold, Commonhold, ed >>
Description of Property		use, Bungalow, Flat (ground floor, t access) >>
Number of bedrooms		
Description of bedrooms		double, one single>>
Number of bathrooms		
Number of reception rooms:		
Energy Performance Certificate		f EPC rating >>
Council Tax Band		
Outside space:		ate garden, shared garden, . >>
Parking		age, off street parking, on street

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Shared facilities/amenities

of residents' gym>>

Rent

amount and frequency>>

Utility provider information

Electricity to the property, water supply, broadband>>

Are you aware of any of the following affecting the property:

**Building safety**

e.g. unsafe cladding, remediation

What is the defect, what works need to be done, what has been done, what will the cost be?

**Rights and restrictions that affect the property**

e.g. lease restrictions, rights of way, conservation area, permitted development restrictions etc.

Please provide details e.g. right of way

**Planning and development proposals**

e.g. existing planning permission affecting the property, Article 4 Direction imposing restrictions on permitted development

Please provide details >>

**Property accessibility/adaptations**

e.g. step free access to the property, wheelchair accessible room/level access shower

Please provide details >>

**Flood risk/ Coastal erosion risk**

e.g. has the property been flooded in the last 5 years, any issues obtaining insurance

Please provide details of the date of the last flood (river, sea, ground water) >>

**Coal and mining areas**

e.g. is the property on a coalfield or mining area, is it impacted by the effect of other mining

Please provide details >>

Other matters

Please provide details >>

Other features

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**Agency details**

- 1. Agency start date: <<start date>>
- 2. Fixed term (during which neither party can terminate) <<e.g. 8 weeks from agency start date>>
- 3. Basis of agency: find a tenant on a [sole agency] [multiple agency] basis
- 4. Letting Commission: << >>% of the rent due for

<<e.g. 8 weeks from agency start date>>

service on a [sole agency] [multiple agency] basis

>>% plus VAT) of the rent due for

the first year of  
>>% inclusive of  
tenancy)

5. Rent collection  
due for the first  
<< >>% inclus  
tenancy)

6. Target rent: from

7. Security deposit

8. Other permitted  
deposit>>

9. Additional service

tenancy has a fixed term of less than a year, <<  
(VAT) of the rent due for the whole term of the

inclusive of VAT (<< >>% plus VAT) of the rent  
the tenancy has a fixed term of less than a year,  
us VAT) of the rent due for the whole term of the

r calendar month

s: [£<< >>] [none]

tenants: <<insert details, e.g. refundable holding

ent:

	Landlord's charge	Agent's fee (£)
Energy Certificate	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Gas safety check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Electrical check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm tenancy check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Fire doors check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory preparation	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check	>	<< >> [inclusive of VAT (<< >> plus VAT)]
<<Insert services>>	>	<< >> [inclusive of VAT (<< >> plus VAT)]

**Acknowledgement**

I/We have read and  
Collection Service)  
have received from

al Lettings Agency Terms and Conditions (Rent  
his Appointment Form] **OR** [a copy of which I/we

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I/We have completed all necessary checks and no arrears are outstanding I/we will pay any arrears as soon as possible when any consent is given.

I/We wish to appoint you as the Agent to manage the Property and collect rent during the tenancy.

I/We confirm that the Property is free from any legal restrictions (including planning restrictions).

I/We acknowledge that we are aware of the obligations to provide Material Information under the Consumer Credit Act 1974. I/We will ensure full compliance with these obligations, and agree to indemnify the Agent against any claim to disclose such information.

I/We request the Agent to let the Property immediately and not to wait until the 14 day cancellation period below to expire.

I/We acknowledge that if we cancel the agreement, we will be liable to pay the Agent an amount that is in respect of the rent that has been performed up to the date of communication of cancellation, in accordance with the terms of coverage of the agreement.

I/We acknowledge that we will not be able to cancel once a letting has been agreed with a tenant introduced by the Agent.

**Information about cancellation**

You have the right to cancel this contract without giving any reason within 14 days of the conclusion of the contract.

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (either in writing, by fax or email to the postal address, fax number or email address specified on the Agency Appointment Form). You may use the attached model cancellation form. This is not obligatory.

To meet the cancellation period, your communication concerning your exercise of the right to cancel must be received by us sufficient for you to send your communication before the cancellation period has expired.

Signed by the Owner

Date:

\_\_\_\_\_  
\_\_\_\_\_

**Agent declaration**

I have explained the terms of this contract to the Owner and have given them the opportunity to read and understand the Agency Appointment Form and the Residential Lettings Agency Terms and Conditions (Rent Collection Service).

Signed by/on behalf of the Agent

Date:

I have explained the terms of this contract to the Owner and have given them the opportunity to read and understand the Agency Appointment Form and the Residential Lettings Agency Terms and Conditions (Rent Collection Service).

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CANCELLATION FORM

To: <<Agent to insert physical address and email address>>

physical address and, where available, fax number

I/We (delete as appropriate) my/our (delete as appropriate)

request that I/we (delete as appropriate) cancel agency services dated << >>.

Name of consumer

Address of consumer

Signature of consumer

Date:

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