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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: << >>
5. Agent's fax number: << >>
6. Agent's email address: << >>

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Owner's details

7. Owner's name: <<If ownership is shared, list all names>>
8. Owner's address: << >>
9. Owner's daytime telephone number: << >>
10. Owner's evening telephone number: << >>
11. Owner's mobile telephone number: << >>

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Property details

12. Property name: << >>
13. Property address: << >>
14. Description of Property:
 - a) [house] [bungalow] [flat – above ground level] [flat – below ground level]
 - b) Number of bedrooms: << >>
 - c) Description of bedrooms: <<one single>>
 - d) Number of family bathrooms: << >>
 - e) Number of en-suite bathrooms: << >>
 - f) Number of reception rooms: << >>
 - g) Kitchen facilities: [full kitchen] [small oven and hob] [microwave] [dishwasher] [washing machine] [washer dryer] [<<other>>]
 - h) Outside space: [private garden] [yard] [balcony]
 - i) Suitable for disabled access: << >>
 - j) Parking: [garage for << >> cars] [on street parking for << >> car(s)] [on << >>]
 - k) Other features: << >>

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15. Shared facilities/amenities: << residents' gym>>
16. Maximum number of occupiers: << >>

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17. Pets: [not permitted] [one well of Agent/Owner]

[permitted subject to prior consent

Agency details

18. Agency start date: <<start date

<<e.g. 8 weeks from agency start

19. Fixed term (during which neither date>>

20. Basis of agency: letting and deposit basis

a [sole agency] [multiple agency]

21. Commission: << >>% inclusive of VAT (or, if the term of less than a year, << >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the first

term of less than a year, << >>% for the whole term of the tenancy)

22. Target rent: from £<< >> to £<< >>

with

23. Security deposit to be taken from [one]

[one]

24. Other permitted payments required (e.g. refundable holding deposit)>>

Other details, e.g. refundable holding

25. Additional services to be provided

Agent's fee (£)

Energy Performance Certificate	<< >> [inclusive of VAT (<< >> plus VAT)]
Gas safety check	<< >> [inclusive of VAT (<< >> plus VAT)]
Electrical check	<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm installation	<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm start tenancy check	<< >> [inclusive of VAT (<< >> plus VAT)]
Fire doors check	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory preparation	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check-in	<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check-out	<< >> [inclusive of VAT (<< >> plus VAT)]
<<Insert any further services>>	<< >> [inclusive of VAT (<< >> plus VAT)]

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Acknowledgement

I/We have read and understand the Lettings Agency Terms and Conditions (Letting & Deposit Holding Service) (attached to this Appointment Form) which I/we have received.

I/We have completed the Letting form. If any consents are outstanding I/we will complete them as possible and will inform the Agent in writing when any consent is received.

I/We wish to appoint the Agent to let the Property and protect the security deposit during the tenancy.

I/We confirm that we are not in breach of any restriction (including planning restrictions) in the title deeds and mortgage conditions).

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

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

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

Information about cancellation

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

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

To meet the cancellation period you must send your communication concerning your exercise of the right to cancel 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 Lettings Agency Terms and Conditions (Letting & Deposit Holding Service).

Signed by/on behalf of the Agent

Date:

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I Lettings Agency Terms and Conditions (Letting & Deposit Holding Service) (attached to this Appointment Form) OR [a copy of the Lettings Agency Terms and Conditions (Letting & Deposit Holding Service) (attached to this Appointment Form)]

Party Consents to Letting form. If any consents are outstanding I/we will complete them as possible and will inform the Agent in writing when any consent is received.

I/We wish to appoint the Agent to let the Property and protect the security deposit during the tenancy.

I/We confirm that we are not in breach of any restriction (including planning restrictions) in the title deeds and mortgage conditions).

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

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

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sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

I have explained the terms of this contract to the Owner and have given them the opportunity to read and understand the Lettings Agency Terms and Conditions (Letting & Deposit Holding 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)

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

Name of consumer

Address of consumer

Signature of consumer

Date:

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