

Residential Letting Agreement Form

Agent's details

1. Agent's name: << >>
2. Agent's address: << >>
3. Agent's office telephone number: << >>
4. Agent's out of hours/emergency contact number: << >>
5. Agent's fax number: << >>
6. Agent's email address: << >>

Owner's details

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

Property details

12. Property name: << >>
13. Property address: << >>
14. Description of Property:
 - a) ☐ [house] ☐ [bungalow] ☐ [flat – above ground level (with lift)]
 - 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 size oven and hob] ☐ [small oven and hob] ☐ [microwave] ☐ [dishwasher] ☐ [washer dryer] ☐ [washer] ☐ [dryer] ☐ [other]>>
 - h) Outside space: ☐ [private garden] ☐ [yard] ☐ [balcony]
 - i) Suitable for disabled access: << >>
 - j) Parking: ☐ [garage for << >> car(s)] ☐ [on street]
 - k) Other features: << >>
15. Shared facilities/amenities: <<e.g. residents' gym>>
16. Maximum number of occupiers: << >>
17. Pets: ☐ [not permitted] ☐ [one well behaved dog] ☐ [permitted subject to prior consent]

of Agent/Owner]

Agency details

18. Agency start date: <<start date>>
19. Fixed term (during which neither party shall be bound to renew the agency) <<e.g. 8 weeks from agency start date>>
20. Basis of agency: letting only or [letting and sale] basis
21. Commission: << >>% inclusive of VAT (or, if the term of less than a year, << >>% inclusive of VAT (<< >>% plus VAT) for the whole term of the tenancy)
22. Target rent: from £<< >> to £<< >> with
23. Security deposit to be taken from [tenant/one]
24. Other permitted payments required (<<insert details, e.g. refundable holding deposit>>)
25. Additional services to be provided

Energy Certificate	Performance	<< >> [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 understood the [Residential Lettings Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent].

I/We have completed all outstanding I/we have agreed to do when any consent is required.

I/We wish to appoint the Agent to let the Property.

I/We confirm that we are not in breach of any restriction (including planning restrictions) relating to the use of the Property.

I/We request the Agent to let the Property for the 14 day cancellation period.

I/We acknowledge that we will be liable to pay the Agent an amount that is in accordance with the terms of the agreement 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 accordance with the terms of the agreement of cancellation, in accordance with the terms of the agreement.

Information about cancellation

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

To exercise the right to cancel this contract, you must give us a clear statement (either in writing or by email) to the email address specified on the Appointment Form (attached model cancellation form). You may use the attached model cancellation form.

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

Signed by the Owner or the Agent:

Date:

Agent declaration

I have explained the terms and conditions of this contract to the Owner and have given them the opportunity to read and understand the Residential Lettings Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent].

Signed by/on behalf of the Agent:

Date:

[Residential Lettings Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent].

I/We have completed all outstanding I/we have agreed to do when any consent is required.

I/We wish to appoint the Agent to let the Property.

I/We confirm that we are not in breach of any restriction (including planning restrictions) relating to the use of the Property.

I/We request the Agent to let the Property for the 14 day cancellation period.

I/We acknowledge that we will be liable to pay the Agent an amount that is in accordance with the terms of the agreement of cancellation, in accordance with the terms of the agreement.

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Signed by the Owner or the Agent:

Date:

I have explained the terms and conditions of this contract to the Owner and have given them the opportunity to read and understand the Residential Lettings Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent].

Signed by/on behalf of the Agent:

Date:

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

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

Name of consumer(s)

Address of consumer(s)

Signature of consumer(s)

Date:

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