

Residential Letting Agreement Form

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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 owners are joint tenants, please list all names in sets of details>>
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 – 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 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 << >> car(s)] [on street parking for << >> car(s)] [on street parking for << >> car(s)]
 - k) Other features: << >>
15. Shared facilities/amenities: <<arts, residents' gym>>
16. Maximum number of occupants: << >>
17. Pets: [not permitted] [one permitted] [permitted subject to prior approval]

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consent of Agent/Owner]

Agency details

- 18. Agency start date: <<start date>>
- 19. Fixed term (during which term): <<e.g. 8 weeks from agency start date>>
- 20. Basis of agency: letting only / [multiple agency] basis
- 21. Commission: << >>% inclusive of VAT (or << >>% plus VAT) of the rent due for the first year of the tenancy (or << >>% plus VAT of the rent due for the fixed term of less than a year, << >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the whole term of the tenancy)
- 22. Target rent: from £<< >> to £<< >> per month
- 23. Security deposit to be taken: <<insert details>> [none]
- 24. Other permitted payments (e.g. holding deposit): <<insert details, e.g. refundable holding deposit>>
- 25. Additional services to be provided: <<insert details>>

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)]
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 agree to the Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form from the Agent].

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I/We have completed and signed the Agency Terms and Conditions (Letting Only) [which are attached to this Appointment Form from the Agent]. If any consents are outstanding I/we will obtain them when any consent is obtained.

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I/We wish to appoint the Agent to market the property.

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I/We confirm that by entering into this Appointment Form (including planning control, restrictions on use and mortgage conditions).

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I/We request the Agent to commence marketing the property immediately and not to wait for the 14 day cancellation period to expire.

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I/We acknowledge that if I/we exercise our right to cancel this contract we will be liable to pay the Agent an amount that is in proportion to the commission earned up to the date of communication of cancellation, in comparison with the commission earned by the Agent.

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I/We acknowledge that I/we will lose the right to cancel this contract if a letting has been agreed with a tenant introduced by the Agent.

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Information about the right to cancel

You have the right to cancel this contract for any reason within 14 days of the conclusion of the contract.

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To exercise the right to cancel you must send a clear statement (e.g. a letter sent by post to the postal address, fax number or email address specified on page 1 of the attached model cancellation form, or a text message).

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To meet the cancellation deadline you must send your communication concerning your exercise of the right to cancel this contract before the cancellation period has expired.

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Signed by the Owner: _____

Date: _____

Agent declaration

I have explained the terms of the Agency Terms and Conditions (Letting Only) to the Owner and have given them the opportunity to read this Appointment Form and the Agency Terms and Conditions (Letting Only).

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Signed by/on behalf of the Agent: _____

Date: _____

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To: <<Agent to insert Agent's name and email address>>

and, where available, fax number

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

(delete as appropriate) cancel dated << >>.

Name of consumer(s) : << >>

Address of consumer(s) : << >>

Signature of consumer(s): << >>

Date:

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