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**Agent's details**

- 1. Agent's name: << >>
- 2. Agent's address: << >>
- 3. Agent's office telephone number: << >>
- 4. Agent's mobile 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, 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 – 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 areas: << >>
  - g) Outside space: [private garden] [yard] [balcony]
  - h) Parking: [garage for << >> car(s)] [on street]
  - i) Other features: << >>
- 15. Shared facilities/amenities: <<arts, residents' gym>>

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**Agency details**

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- 16. Agency start date: <<start date>>
- 17. Fixed term (during which the Agency shall be appointed): <<e.g. 8 weeks from agency start date>>
- 18. Basis of agency: Sole Selling Rights in the Residential Sales Agency Terms & Conditions (Sole Selling Rights) **OR** [Agency in accordance with the Residential Sales Agency Terms & Conditions (Sole Selling Rights)]
- 19. [Commission: << >>% including VAT plus VAT) of the total sale price of the Property]
- OR**
- 20. [Commission: a fixed fee of << >> plus VAT) which will be charged regardless of the sale price of the Property]
- 21. Additional services to be provided by the Agent:

		Agent's fee (£)	
Energy Performance Certificate		<< >> [inclusive of VAT (<< >> plus VAT)]	
<<Insert any further services>>		<< >> [inclusive of VAT (<< >> plus VAT)]	

**Acknowledgement**

I/We have read and agree to the Agency Terms and Conditions (Sole Selling Rights) [which are attached to this document] **OR** [a copy of which I/we have received from the Agent].

I/We wish to appoint the Agent to market the Property on behalf of the Seller.

I/We confirm that I/we am/are not in a partnership, joint venture, or other business relationship between us and any owner or employee of the Agent.

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

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.

I/We acknowledge that I/we will indemnify the Agent for any loss or expense incurred by the Agent once a sale has been agreed with a buyer introduced by the Agent.

**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.

To exercise the right to cancel you must provide a clear statement (e.g. a letter sent by post, email or fax) to the postal address, email address specified on page 1 of the Agency Terms and Conditions (Sole Selling Rights) attached model cancellation form, or to the Agent (see the Agent's Contact Form).

To meet the cancellation deadline concerning your exercise of the right

you to send your communication cancellation period has expired.

Signed by the Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Agent declaration**

I have explained the terms of the opportunity to read this Appointment Conditions (Sole Selling Rights).

Owner and have given them the Confidential Sales Agency Terms and

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**MODIFICATION OF** **DRM**

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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