

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: << >>

Owner's details

7. Owner's name: <<If owners are different, please 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: << >>

Property details

12. Property name: << >>
13. Property address: << >>
14. Description of Property:
 - a) [house] [bungalow] [apartment] [flat] [other] []
[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) Outside space: [private garden] [yard] [balcony] [other] []
 - h) Parking: [garage for << >> car(s)] [on street] [other] []
 - i) Other features: << >>
15. Shared facilities/amenities: <<gym, sports, residents' gym>>

Agency details

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 Agency OR Residential Sales Agency Terms & Conditions (Sole Agency)
19. [Commission: << >>% incl. of 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 Certificate	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 Agency) [which are attached to this Agreement] OR [a copy of which I/we have received from the Agent].

I/We wish to appoint the Agent to market the Property on my/our behalf.

I/We confirm that I/we am/are not in a partnership, joint venture, sole trader or business relationship between me/us and any owner or employee of the Agent or person connected with them.

I/We request the Agent to commence marketing the Property immediately and not to wait for a sale to be agreed.

I/We acknowledge that if I/we exercise the right to cancel this Agreement, we will be liable to pay the Agent an amount that is in proportion to the fee agreed up to the date of communication of cancellation, in comparison with the fee agreed for the full term of the Agreement.

I/We acknowledge that I/we will be liable to pay the Agent a fee if 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 Agreement 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 address specified on page 1 of the Agreement or the Agent Form). You may use the attached model cancellation form, if available.

To meet the cancellation deadline, you must send your communication to the Agent by the deadline.

concerning your exercise of the right of rescission. If the right of rescission period has expired.

Signed by the Owner: _____

Date: _____

Agent declaration

I have explained the terms of the Agency Agreement to the Owner and have given them the opportunity to read this Appointment of Exclusive Agent/Exclusive Sales Agency Terms and Conditions (Sole Agency).

Signed: _____

Date: _____

MODEL FORM

To: <<Agent to insert Agent's name, address, telephone number, and, where available, fax number and email address>>

I/We (delete as appropriate) hereby agree to the terms and conditions of the Agency Agreement (delete as appropriate) cancel my/our (delete as appropriate) contract dated << >>.

Name of consumer(s): << >>

Address of consumer(s): << >>

Signature of consumer(s): << >>

Date: _____