

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 joint, please provide full details 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) Outside space: [private garden] [yard] [balcony]
 - h) Parking: [garage for << >> car(s)] [on street]
 - i) Other features: << >>
15. Shared facilities/amenities: <<gym, sports, residents' gym>>

Agency details

16. Agency start date: <<start of agency>>

17. Fixed term (during which the Agency shall be appointed (date): <<e.g. 8 weeks from agency start date>>
18. Basis of agency: Joint Sole Agent OR [a copy of which I/we have received from the Agent] in the Residential Sales Agency Terms & Conditions (Joint Sole Agent OR [a copy of which I/we have received from the Agent])
19. Details of joint agent:
 - a) Name of agent: << >>
 - b) Office address: << >>
 - c) Telephone number: << >>
 - d) Email address: << >>
20. [Commission: << >>% including the Agent's fee (plus VAT) of the total sale price of the Property.]
OR
21. [Commission: a fixed fee of £<< >> plus VAT) which will be charged regardless of the sale price of the Property)]
22. The Commission will be payable to the Agent and the joint agent as follows: << >>% to the agent who introduces the buyer who enters into a contract for sale of the Property and << >>% to the joint agent.
23. Additional services to be provided by the Agent: << >>

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 Residential Sales Agency Terms and Conditions (Joint Sole Agent OR [a copy of which I/we have received from the Agent]).

I/We wish to appoint the Agent to act as

I/We confirm that I/we am/are not in a 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 the 14 day cancellation period to expire.

I/We acknowledge that if I/we exercise our right to cancel the Agency agreement, we will be liable to pay the Agent an amount that is in proportion to the Commission up to the date of communication of cancellation, in comparison with the Commission payable to the Agent if a sale has been agreed with a buyer introduced by the Agent.

I/We acknowledge that I/we will be liable to pay the Agent an amount that is in proportion to the Commission up to the date of communication of cancellation, in comparison with the Commission payable to the Agent 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 contract for any reason within 14 days of conclusion of the contract.

To exercise the right to cancel you must send a clear statement (e.g. a letter sent by post, email or fax) to the postal address, fax number or email address specified on page 2 of the Appointment Form). You may use the attached model cancellation form,

To meet the cancellation deadline, 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 the Agency Agreement to the Owner and have given them the opportunity to read this Appointment Form and the Agency Terms and Conditions (Joint Sole Agency).

Signed: _____

Date: _____

MODEL CANCELLATION FORM

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

I/We (delete as appropriate) hereby (delete as appropriate) cancel my/our (delete as appropriate) contract dated << >>.

Name of consumer(s): << >>

Address of consumer(s): << >>

Signature of consumer(s): << >>

Date: _____