

Holiday Letting Agency Agent's Details (Marketing and Letting Only)

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: << >>

Owner's details

5. Owner's name: <<If owners are different to agent, please provide full sets of details>>
6. Owner's address: << >>
7. Owner's daytime telephone number: << >>
8. Owner's evening telephone number: << >>
9. Owner's mobile telephone number: << >>

Accommodation details

10. Accommodation name: << >>
11. Accommodation address: << >>
12. Description of accommodation:
 - a) [house] [bungalow] [flat – above ground level (with lift)] [flat – above ground level (without lift)]
 - b) Number of bedrooms: << >>
 - c) Description of bedrooms: <<one twin with bunkbeds>>
 - d) Number of family bathrooms: << >>
 - e) Number of en-suite bathrooms: << >>
 - f) Number of reception rooms: << >>
 - g) Dining table seats: << >>
 - h) Kitchen facilities: [full oven and hob] [small oven and hob] [microwave] [dishwasher] [washer dryer] [freezer] [freeview] [freesat] [DVD player]
 - i) Living area equipment: [TV] [CD player] [iPod dock] [DVD player]
 - j) Outside space: [private garden] [yard] [balcony]
 - k) Suitable for disabled guests: << >>

- l) Parking: [garage for << >> car(s)] [on street]
- m) Other equipment/facilities: << e.g. swimming pool, hot tub>>
13. Shared facilities/amenities: << bikes for hire>>
14. Description of local amenities:
- a) Shops: <<e.g. within << >> miles>>
- b) Restaurants/pubs: << >>
- c) Beach: << >>
- d) Country walks: << >>
- e) Other: << >>
15. Maximum number of occupants: << >> [cot>>
16. Pets: [not permitted] [one permitted] [permitted subject to prior consent of Agent/Owner]

Agency details

17. Agency period: from <<start date>> to <<end date>>
18. Basis of agency: fully managed [sole agency] [multiple agency] basis
19. Commission: << >>% of rental income per month
20. Target rent: from £<< >> to £<< >> per month; from £<< >> to £<< >> for short breaks
21. Security deposit to be taken: [none]
22. Other payments required from tenant: << e.g. heating or linen to be paid for separately>>

Acknowledgement

- I/We have read and agree to the Terms and Conditions (Marketing and Letting Only) [<<include full Terms and Conditions>>].
- I/We wish to appoint the Agent to market the Accommodation.
- I/We confirm that by entering into this agreement we will not be in breach of any restriction (including planning control, covenants and mortgage conditions).

[Signed: _____]

Date: _____