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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 contact 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 office telephone number: << >>
10. Owner's mobile telephone number: << >>
11. Owner's out of hours/emergency contact number: << >>
12. Owner's fax number: << >>
13. Owner's email address: << >>

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**Property details**

14. Property name: << >>
15. Property address: << >>
16. Description of Property: << e.g. office block with x number of designated parking spaces >>
17. Shared facilities/services: << e.g. lift >>
18. Rights over other property: << e.g. right of way, rights to use common parts of building >>
19. Plan attached showing the property and any reserved rights? <<Yes/No>>

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**Agency details**

20. Agency start date: <<start of term>>
21. Fixed term (during which the agency is to be in place): <<e.g. 8 weeks from agency start date>>
22. Basis of agency: letting & management on a [sole agency] [multiple agency] basis
23. Letting Commission: << % of the first year of the lease or licence >>

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to occupy (or, if the lease or licence has a fixed term of less than a year, << >>% of the rent due for the whole term of the lease or licence) plus VAT

of less than a year, << >>% of the rent due for the whole term of the lease or licence) plus VAT

24. Management Commission: << >> [plus VAT] or [<< >>% of the rent due for the first year of the lease or licence] (or, if the lease or licence has a fixed term of less than a year, << >>% of the rent due for the whole term of the lease or licence) plus VAT]

<< >> [plus VAT] or [<< >>% of the rent due for the first year of the lease or licence] (or, if the lease or licence has a fixed term of less than a year, << >>% of the rent due for the whole term of the lease or licence) plus VAT]

25. Target rent: from £<< >> to £<< >> per calendar month

per calendar month

26. Estimate of other payments for insurance, £x per year for

for insurance: <<insert details, e.g. £x per year

27. Additional services to be provided

	(£)	Agent's fee (£)
Energy Performance Certificate	<< >>	<< >> [plus VAT]
Schedule of Condition	<< >>	<< >> [plus VAT]
<<Insert any further services to be provided>>	<< >>	<< >> [plus VAT]

**Acknowledgement**

I/We have read and agree to the Agency Terms and Conditions (Letting & Management Service) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent]

Agency Terms and Conditions (Letting & Management Service) (Letting & Management Service) [which are attached to this Appointment Form] OR [a copy of which I/we have received from the Agent]

I/We wish to appoint the Agent to manage the Property during the resulting lease or licence.

to manage the Property during the resulting lease or licence.

I/We confirm that by entering into this Appointment Form I/we will not be in breach of any restriction (including planning control, restrictive covenants and mortgage conditions).

that by entering into this Appointment Form I/we will not be in breach of any restriction (including planning control, restrictive covenants and mortgage conditions).

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

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

**Agent declaration**

I accept the appointment to act as Agent for the Property as set out above.

Signed by/on behalf of the Agent: \_\_\_\_\_

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

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