

Commercial Lease Agreement Form
(Management Only Service)

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: << >>

Owner's details

7. Owner's name: <<If owners are joint tenants, please provide full 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: << >>

Property details

14. Property name: << >>
15. Property address: << >>
16. Description of Property: <<If the property is situated in an office block with x number of designated parking spaces, please provide the number of spaces>>
17. Shared facilities/services: <<If the property has shared facilities/services, please provide details>>
18. Rights over other property: <<If the property has rights over other property, please provide details>>

Lease details

19. Lease or licence to occupy the property: <<Yes/To follow>>
20. Copy of lease/licence provided: <<Yes/To follow>>
21. Rent, service charge and insurance: <<If the property is let on a lease, please provide details>>
22. Management file/correspondence: <<If the property is let on a lease, please provide details>>
23. Tenant's name: <<If owner is a company, please provide full sets of details>>
24. Tenant's company number: <<If the property is let on a lease, please provide details>>
25. Tenant's registered office: <<If the property is let on a lease, please provide details>>

26. Tenant's correspondence address: << >>
27. Tenant's daytime telephone number: << >>
28. Tenant's mobile telephone number: << >>
29. Tenant's out of hours/emergency contact details: << >>
30. Tenant's fax number: << >>
31. Tenant's email address: << >>
32. Name and address of guarantor: << >>
33. Rent: £<< >> per year/per month
34. Other payments required (e.g. insurance, service charge): << >> details, e.g. £x per year for insurance payable in April, £y per month for service charge payable twice yearly>>

Agency details

35. Agency start date: <<start date>>
36. Fixed term (during which rent is fixed): <<e.g. 6 months from agency start date>>
37. Basis of agency: management only / full service
38. Commission: Means [£<< >>] << >>% of the rent due in relation to the Property during the Agency term
39. Additional services to be provided: << >>

	(£)	Agent's fee (£)
<<Insert any further services to be provided>>		<< >> [plus VAT]

Acknowledgement

I/We have read and agree to the terms and conditions of the Agency Terms and Conditions (Management Only Service) [which are set out in the 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

I/We confirm that by letting the Property we are not in breach of any restriction (including any planning control, restrictions in the lease or other conditions).

Signed by the Owner: _____

Date: _____

Agent declaration

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

Signed by/on behalf of the Agent: _____

Date: _____