

## Commercial Property Appointment Form

### 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 all owners>>
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: <<e.g. 100sqm office space with car park>>

### Agency details

15. Agency start date: <<start of agency agreement>>
16. Fixed term (during which the agency agreement will last): <<e.g. 8 weeks from agency start date>>
17. Basis of agency: Sole Selling Agent or Joint Selling Agent in the Commercial Property Sales Agency Terms & Conditions
18. [Commission: << >>% of the net sale price of the Property plus VAT]

OR

19. [Commission: a fixed fee of £ << >> (plus VAT) or a percentage of VAT which will be charged regardless of the sale price (plus VAT)]

20. Additional services to be provided

	(£)	Agent's fee (£)
Energy Performance Certificate	<< >>	[plus VAT]
<<Insert any further services>>	<< >>	[plus VAT]

### **Acknowledgement**

I/We have read and agree to the Agent's Agency Terms and Conditions (Freehold Sale) [which are attached to this Form] OR [a copy of which I/we have received from the Agent].

I/We wish to appoint the Agent to

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

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

### **Agent declaration**

I accept the appointment to act as Agent for the property above.

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

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