

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 names and sets 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 Agent shall be engaged (start date): <<e.g. 8 weeks from agency start date>>
18. Basis of agency: Multiple Agency OR Single Agency Residential Sales Agency Terms & Conditions (Multiple Agency OR Single Agency Terms & Conditions)
19. [Commission: << >>% inclusive of VAT (plus VAT) of the total sale price of the Property.]
- OR
20. [Commission: a fixed fee of £<< >> plus VAT) which will be charged regardless of the sale price of the Property)]
21. Additional services to be provided by the Agent

Agent's fee (£)		
Energy Certificate	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 Agent's Terms and Conditions (Multiple Agency OR Single Agency Terms & Conditions) [which are attached to this contract] OR [a copy of which I/we have received from the Agent].

I/We wish to appoint the Agent to act as our sole agent for the sale of the Property.

I/We confirm that I/we am/are not in a partnership, joint venture, sole trader or business relationship between us and any owner or employee of the Agent.

I/We request the Agent to commence marketing the Property immediately and not to wait for a sale.

I/We acknowledge that if I/we exercise our right to cancel this contract, we will be liable to pay the Agent an amount that is in proportion to the fee earned up to the date of communication of cancellation, in comparison with the fee earned by the Agent.

I/We acknowledge that I/we will lose the right to introduce 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 the conclusion of the contract.

To exercise the right to cancel you must send us a clear statement (e.g. a letter sent by post to the postal address, fax number or email address specified on page 2 of the Agent's Terms and Conditions or the attached model cancellation form, or a statement sent by email to the email address specified on page 2 of the Agent's Terms and Conditions or the attached model cancellation form).

To meet the cancellation deadline, you must send your communication concerning your exercise of the right to cancel this contract before the cancellation period has expired.

Signed by the Owner: _____

Date: _____

Agent declaration

I have explained the terms of the _____ Owner and have given them the opportunity to read this Appointment Confidential Sales Agency Terms and Conditions (Multiple Agency).

Signed: _____

Date: _____

MODIFICATION OF FORM

To: <<Agent to insert Agent's name and email address>>

and, where available, fax number

I/We (delete as appropriate) hereby my/our (delete as appropriate) contract

(delete as appropriate) cancel dated << >>.

Name of consumer(s): << >>

Address of consumer(s): << >>

Signature of consumer(s): << >>

Date: _____