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**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: << >>

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**Owner's details**

- 7. Owner's name: <<If owners are joint, list all names in full, separated by commas, followed by "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: << >>

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**Property details**

- 12. Property name: << >>
- 13. Property address: << >>
- 14. Description of Property:
  - a) [house] [bungalow] [flat – above ground level] [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: <<arts, residents' gym>>

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**Agency details**

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16. Agency start date: <<start date>>
17. Fixed term (during which the Agency shall be appointed): <<e.g. 8 weeks from agency start date>>
18. Basis of agency: Sole Agency OR Residential Sales Agency Terms & Conditions (Sole Agency)
19. [Commission: << >>% including VAT (plus VAT) of the total sale price of the Property]
- OR
20. [Commission: a fixed fee of << >> plus VAT (£<< >> plus VAT) which will be charged regardless of the sale price of the Property)]
21. Additional services to be provided by the Agent: << >>

Energy 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 Agency Terms and Conditions (Sole Agency) [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 the Sole Agent for the sale of the Property.

I/We confirm that I/we am/are not in any way connected with the Agent or business relationship between the Agent and any person connected with them.

I/We request the Agent to commence marketing the Property immediately and not to wait for the 14 day cancellation period to expire.

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 commission earned up to the date of communication of cancellation, in comparison with the commission earned by the Agent.

I/We acknowledge that I/we will be liable to pay the Agent an amount that is in proportion to the commission earned up to the date of communication of cancellation, in comparison with the commission earned by the Agent.

I/We acknowledge that I/we will be liable to pay the Agent an amount that is in proportion to the commission earned up to the date of communication of cancellation, in comparison with the commission earned by the Agent.

**Information about the right to cancel**

You have the right to cancel this agreement for any reason within 14 days of the conclusion of the contract.

To exercise the right to cancel you must provide a clear statement (e.g. a letter sent by post, email or fax to the postal address, fax number or email address specified on page 1 of the Agent Form). You may use the attached model cancellation form, if you wish.

To meet the cancellation deadline you must send your communication to the Agent by the deadline.

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concerning your exercise of the right of

ancellation period has expired.

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

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

**Agent declaration**

I have explained the terms of the Agency to the Owner and have given them the opportunity to read this Appointment Conditions (Sole Agency).

Owner and have given them the opportunity to read the Residential Sales Agency Terms and Conditions (Sole Agency).

Signed: \_\_\_\_\_

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

**MODIFICATION**

**DRM**

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

and, where available, fax number

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

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

Name of consumer(s): << >>

Address of consumer(s): << >>

Signature of consumer(s): << >>

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

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