

Residential Lettings Agent's Details (Fully Managed 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 ownership is shared, please list all names>>
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) Kitchen facilities: [full kitchen] [small oven and hob] [microwave] [dishwasher] [washer dryer] [washed] [other]>>
 - h) Outside space: [private garden] [yard] [balcony]
 - i) Suitable for disabled access: << >>
 - j) Parking: [garage for << >> car(s)] [on street]
 - k) Other features: << >>
15. Shared facilities/amenities: <<residents' gym>>
16. Maximum number of occupiers: << >>
17. Pets: [not permitted] [one well behaved dog] [permitted subject to prior consent]

of Agent/Owner]

Agency details

18. Agency start date: <<start date>>
19. Fixed term (during which neither party may terminate): <<e.g. 8 weeks from agency start date>>
20. Basis of agency: fully managed [multiple agency] basis
21. Letting Commission: << >>% of the rent due for the first year of the tenancy (<< >>% plus VAT) of the rent due for a fixed term of less than a year, << >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the whole term of the tenancy
22. Management Commission: << >>% of the rent due for the first year of the tenancy (<< >>% plus VAT) of the rent due for a fixed term of less than a year, << >>% inclusive of VAT (<< >>% plus VAT) of the rent due for the whole term of the tenancy
23. Target rent: from £<< >> to £<< >> with
24. Security deposit to be taken from << >> [one]
25. Other permitted payments required (<< >> details, e.g. refundable holding deposit>>
26. Additional services to be provided

Energy Certificate	Performance	<< >> [inclusive of VAT (<< >> plus VAT)]
Gas safety check		<< >> [inclusive of VAT (<< >> plus VAT)]
Electrical check		<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm installation		<< >> [inclusive of VAT (<< >> plus VAT)]
Smoke alarm start tenancy check		<< >> [inclusive of VAT (<< >> plus VAT)]
Fire door and closer check		<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory preparation		<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check-in		<< >> [inclusive of VAT (<< >> plus VAT)]
Inventory check-out		<< >> [inclusive of VAT (<< >> plus VAT)]

<<Insert
services>>

>

<< >> [inclusive of VAT (<< >>
plus VAT)]

Acknowledgement

I/We have read and understood the Residential Lettings Agency Terms and Conditions (Fully Managed) [which are attached to this Appointment Form] and I/we have received from the Agent a copy of which I/we have

I/We have completed the Agent's Party Consents to Letting form. If any consents are outstanding I/we will complete them as soon as possible and will inform the Agent in writing when any consent is received.

I/We wish to appoint the Agent to let the Property and manage the Property during the tenancy.

I/We confirm that the Property is not subject to any planning restrictions (including planning conditions) and that I/we will not be in breach of any restriction on the use of the Property (including title deeds and mortgage conditions).

I/We request the Agent to let the Property for the 14 day cancellation period.

I/We acknowledge that the Agent will be liable to pay the Agent an amount that is in accordance with the Agent's cancellation policy of cancellation, in accordance with the Agent's cancellation policy.

I/We acknowledge that the Agent will be liable to pay the Agent an amount that is in accordance with the Agent's cancellation policy of cancellation, in accordance with the Agent's cancellation policy.

Information about

You have the right to cancel this contract at any time without giving any reason within 14 days of the conclusion of the contract.

To exercise the right to cancel this contract you must give us a clear statement (either by post, fax or email to the postal address, fax number or email address specified on the Agent's Appointment Form). You may use the attached model cancellation form which is not obligatory.

To meet the cancellation period 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 and conditions of the contract to the Owner and have given them the opportunity to read and understand the Residential Lettings Agency Terms and Conditions (Fully Managed Service).

Signed by/on behalf of the Agent

Date:

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A
M
P
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E

S

CANCELLATION FORM

To: <<Agent to insert physical address and email address>>

physical address and, where available, fax number

I/We (delete as appropriate) hereby certify that I/we (delete as appropriate) cancel my/our (delete as appropriate) agency services dated << >>.

that I/we (delete as appropriate) cancel agency services dated << >>.

Name of consumer

Address of consumer

Signature of consumer

Date:

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