## Residential L (Lettind

### intment Form ervice)

#### Agent's details

- 1. Agent's name: << >>
- 2. Agent's address: << >>
- 3. Agent's office telephone numb
- 4. Agent's out of hours/emergend
- 5. Agent's fax number: << >>
- 6. Agent's email address: << >>

#### Owner's details

- 7. Owner's name: << If ownership
- 8. Owner's address: << >>
- 9. Owner's daytime telephone nu
- 10. Owner's evening telephone nu
- 11. Owner's mobile telephone nun

#### **Property details**

- 12. Property name: << >>
- 13. Property address: << >>
- 14. Description of Property:
  - a) [house] [bungalow] [flat - above ground
  - b) Number of bedroom
  - c) Description of bedro
  - d) Number of family ba
  - Number of en-suite e)
  - f) Number of reception
  - Kitchen facilities: [fu g) [dishwasher] [wash
  - h) Outside space: [priv
  - i) Suitable for disable
  - j) Parking: [garage for street1
  - Other features: << k)
- 15. Shared facilities/amenities: <<
- Maximum number of occupiers



of details>>

above ground level (with lift)]

one single>>

mall oven and hob] [microwave] er] [washer dryer] [<<other>>] den] [yard] [balcony]

t parking for << >> car(s)] [on

residents' gym>>

17. Pets: [not permitted] [one well of Agent/Owner]

#### **Agency details**

- 18. Agency start date: <<start date
- 19. Fixed term (during which neith date>>
- 20. Basis of agency: letting and de basis
- 21. Commission: << >>% inclusi year of the tenancy (or, if the inclusive of VAT (<< >>% plu
- 22. Target rent: from £<< >> to £
- 23. Security deposit to be taken from
- 24. Other permitted payments requ deposit>>
- 25. Additional services to be provided

| Energy<br>Certificate               | Pe          | erforman |
|-------------------------------------|-------------|----------|
| Gas safety check                    |             |          |
| Electrical check                    |             |          |
| Smoke alarm installation            |             |          |
| Smoke a tenancy che                 | larm<br>eck | start    |
| Fire doors o                        | heck        |          |
| Inventory preparation               |             |          |
| Inventory check-in                  |             |          |
| Inventory check-out                 |             |          |
| < <insert services="">&gt;</insert> | any         | furth    |
|                                     |             |          |



permitted subject to prior consent

<e.g. 8 weeks from agency start

a [sole agency] [multiple agency]

s VAT) of the rent due for the first m of less than a year, << >>% r the whole term of the tenancy)

hth

one]

ert details, e.g. refundable holding

Agent's fee (£)

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

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

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

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

< >> [inclusive of VAT (<< >> olus VAT)1

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

<< >> [inclusive of VAT (<< >> olus VAT)

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

< >> [inclusive of VAT (<< >> plus VAT)1

< >> [inclusive of VAT (<< >> plus VAT)1

#### **Acknowledgement**

I/We have read and & Deposit Holding which I/we have red

I/We have complete are outstanding I/w when any consent is

I/We wish to appoin the tenancy.

I/We confirm that (including planning

I/We request the Ag for the 14 day cance

I/We acknowledge that a mount that is in of cancellation, in contact that is in the cancellation.

I/We acknowledge t tenant introduced by

#### **Information about**

You have the right t conclusion of the co

To exercise the righ a clear statement (e email address spec attached model can

To meet the canc concerning your exe

Signed by the Owne

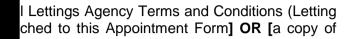
Date:

#### Agent declaration

I have explained the opportunity to read Conditions (Letting

Signed by/on behalf

Date:



Party Consents to Letting form. If any consents n as possible and will inform the Agent in writing

Property and protect the security deposit during

g I/we will not be in breach of any restriction title deeds and mortgage conditions).

eting of the Property immediately and not to wait below to expire.

ight to cancel I/we will be liable to pay the Agent been performed up to the date of communication verage of the agreement.

t to cancel once a letting has been agreed with a

without giving any reason within 14 days of

rm us of your decision to cancel this contract by fax or email to the postal address, fax number or ency Appointment Form). You may use the t obligatory.

sufficient for you to send your communication el before the cancellation period has expired.

contract to the Owner and have given them the and the Residential Lettings Agency Terms and vice).

# S

To: <<Agent to inse and email address>

I/We (delete as app my/our (delete as a

Name of consumer

Address of consum

Signature of consur

Date:

#### **ELLATION FORM**

phical address and, where available, fax number

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

