

**Holiday Letting Agency Agreement (Marketing and Letting Only)**

**Agent's details**

1. Agent's name: << >>
2. Agent's address: << >>
3. Agent's office telephone number: << >>
4. Agent's out of hours/emergency telephone number: << >>

**Owner's details**

5. Owner's name: <<If owners are different to agent, please provide full sets of details>>
6. Owner's address: << >>
7. Owner's daytime telephone number: << >>
8. Owner's evening telephone number: << >>
9. Owner's mobile telephone number: << >>

**Accommodation details**

10. Accommodation name: << >>
11. Accommodation address: << >>
12. Description of accommodation:
  - a) [house] [bungalow] [flat – above ground level] [flat – above ground level (with lift)]
  - b) Number of bedrooms: << >>
  - c) Description of bedrooms: <<one twin with bunkbeds>>
  - d) Number of family bathrooms: << >>
  - e) Number of en-suite bathrooms: << >>
  - f) Number of reception desks: << >>
  - g) Dining table seats: << >>
  - h) Kitchen facilities: [full oven and hob] [small oven and hob] [microwave] [dishwasher] [washer dryer] [washer] [dryer] [fridge] [freezer] [freeview] [freesat] [DVD player]
  - i) Living area equipment: [TV] [DVD player] [CD player] [iPod dock] [fireplace] [heating] [central heating] [under floor heating] [radiator] [radiator cover] [radiator cover] [radiator cover]
  - j) Outside space: [private garden] [yard] [balcony]
  - k) Suitable for disabled access: << >>

- l) Parking: [garage for << >> car(s)] [on street]
- m) Other equipment/facilities: << e.g. swimming pool, hot tub>>
- 13. Shared facilities/amenities: << e.g. bikes for hire>>
- 14. Description of local amenities:
  - a) Shops: <<e.g. within << >> miles>>
  - b) Restaurants/pubs: << >>
  - c) Beach: << >>
  - d) Country walks: << >>
  - e) Other: << >>
- 15. Maximum number of occupants: << >> [cot>>
- 16. Pets: [not permitted] [one permitted] [permitted subject to prior consent of Agent/Owner]

**Agency details**

- 17. Agency period: from <<start date>> to <<end date>>
- 18. Basis of agency: fully managed [sole agency] [multiple agency] basis
- 19. Commission: << >>% of rent << >> per month
- 20. Target rent: from £<< >> per month for long term lettings; from £<< >> to £<< >> for short breaks
- 21. Security deposit to be taken: << >> [none]
- 22. Other payments required from tenant: << >> bills, e.g. heating or linen to be paid for separately>>

**Acknowledgement**

I/We have read and agree to the Terms and Conditions (Marketing and Letting Only) [<<include other terms and conditions>>].

I/We wish to appoint the Agent to provide Accommodation.

I/We confirm that by entering into this agreement we will not be in breach of any restriction (including planning control, covenants, leases and mortgage conditions).

[Signed: \_\_\_\_\_]

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