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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: << >>

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Assignor's details (Current Lease)

7. Assignor's name: <<If owned by individual, please provide full name and contact details>>
8. Assignor's address: << >>
9. Assignor's office telephone number: << >>
10. Assignor's mobile telephone number: << >>
11. Assignor's out of hours/emergency contact number: << >>
12. Assignor's fax number: << >>
13. Assignor's email address: << >>

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Property details

14. Property name: << >>
15. Property address: << >>
16. Description of Property: << >> (e.g. an office block with x number of designated parking spaces)
17. Details of the Lease:
 - a) Date: << >>
 - b) Original landlord: << >>
 - c) Original tenant: << >>
 - d) Commencement date: << >>
 - e) Expiry date: << >>

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- f) Break date (if any):
 - g) Current rent: << >>
 - h) Rent review date: <
 - i) Other payments received from tenant (e.g. for insurance, £x per year) << insert details, e.g. £x per year for >>
 - j) Landlord's consent << >>
18. Shared facilities/services: <>
19. Rights over other property (e.g. rights to use common parts of building)>>
20. Plan attached showing the <> stated rights? <<Yes/No>>

Agency details

- 21. Agency start date: <<start date>>
- 22. Fixed term (during which the agency will be sole agent): <<e.g. 8 weeks from agency start date>>
- 23. Basis of agency: letting only [sole agency] [multiple agency] basis
- 24. Commission: £<< >>
- 25. Premium (if any) to be sought: << >>
- 26. Additional services to be provided: << >>

	(£)	Agent's fee (£)
Energy Performance Certificate	<< >>	[plus VAT]
<<Insert any further services>>	<< >>	[plus VAT]

Acknowledgement

I/We have read and agree to the Conditions of the Agency Terms and Conditions (Assignment of Lease) [which are attached to this Agreement Form] OR [a copy of which I/we have received from the Agent]

I/We wish to appoint the Agent to market the property on the following terms:

I/We confirm that by entering into this Agreement I/we will not be in breach of any restriction (including planning conditions) in the title deeds and mortgage conditions).

Signed by the Assignor: _____

Date: _____

Agent declaration

I accept the appointment to act as _____ out above.

Signed by/on behalf of the Agent: _____

Date: _____

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