



## **Residential Lettings Agency Appointment Form (Fully Managed Service)**

### **Agent's details**

1. Agent's name: Beech Property Management Limited
2. Agent's address: 72 Aigburth Road, Aigburth, Liverpool, L17 7BN
3. Agent's office telephone number: 0151 728 2585
4. Agent's out of hours/emergency telephone number: 0151 728 2585
5. Agent's fax number: N/A
6. Agent's email address: [Lettings@beechproperties.com](mailto:Lettings@beechproperties.com)

### **Owner's details**

7. Owner's name: <<If ownership is joint include both 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:

### **Property details**

12. Property name:
13. Property address:
14. Description of Property:
  - a) [house] [bungalow] [flat – ground floor] [flat – above ground level (with lift)]  
[flat – above ground level (no lift)]
  - b) Number of bedrooms:
  - c) Description of bedrooms: <<e.g. one double, one single>>
  - d) Number of family bathrooms:
  - e) Number of en-suite bathrooms:
  - f) Number of reception rooms:
  - g) Kitchen facilities: [full-sized oven and hob] [small oven and hob] [microwave]  
[dishwasher] [washing machine] [tumble dryer] [washer dryer] [<<other>>]
  - h) Outside space: [private garden] [shared garden] [yard] [balcony]
  - i) Suitable for disabled tenants: [yes] [no]
  - j) Parking: [garage for << >> car(s)] [off-street parking for << >> car(s)] [on street]
  - k) Other features:

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Landlord Sign Here.....



15. Shared facilities/amenities: <<e.g. use of tennis courts, residents' gym>>
16. Maximum number of occupiers:
17. Pets: [not permitted] [one well behaved dog permitted] [permitted subject to prior consent of Agent/Owner]

### **Agency details**

18. Agency start date:
19. Fixed term (during which neither party can terminate): 8 weeks from agency start date
20. Basis of agency: fully managed service on a sole agency basis
21. Letting Commission: 10% plus VAT of the rent due for the first year of the tenancy (or, if the tenancy has a fixed term of less than a year, 10% plus VAT of the rent due for the whole term of the tenancy)
22. Tenant Finders Fee: £350+VAT (If the tenant vacated before the end of the fixed term, we find a tenant for free)
23. Target rent: from £<< >> to £<< >> per calendar month
24. Security deposit to be taken from tenants: 5 weeks of the rent agreed

### **Acknowledgement**

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

I/We have completed and signed the Third Party Consents to Letting form. If any consents are outstanding I/we will obtain them as soon as possible and will inform the Agent in writing when any consent is obtained.

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

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

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

I/We acknowledge that if I/we exercise the right to cancel I/we will be liable to pay the Agent an amount that is in proportion to what has been performed up to the date of communication of cancellation, in comparison with the full coverage of the agreement.

I/We acknowledge that I/we will lose the right to cancel once a letting has been agreed with a tenant introduced by the Agent.



**Information about the right to cancel**

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

To exercise the right to cancel you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or email to the postal address, fax number or email address specified on page 1 of this Agency Appointment Form). You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

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

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

**Agent declaration**

I have explained the terms of the agency contract to the Owner and have given them the opportunity to read this Appointment Form and the Residential Lettings Agency Terms and Conditions (Fully Managed Service).

Signed by/on behalf of the Agent: \_\_\_\_\_

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



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**MODEL CANCELLATION FORM**

To: <<Agent to insert Agent's name, geographical address and, where available, fax number and email address>>

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

Name of consumer(s): << >>

Address of consumer(s): << >>

Signature of consumer(s): << >>

Date: