

# Lettings Terms of Business



Move Estate Agents Limited

Registered Company No.12137355 VAT No. 354716194 It is important that you read this agreement carefully. When you appoint us as your Agent in connection with the letting of any property, these terms will form a contract between you and us, and will be binding on both of us.

This agreement is made between Move Estate Agents Limited ("the Agent") and:

Client Name(s) ("the Landlord")	(i)
	(ii)
Client Correspondence Address	
Postcode	
Telephone	
Email Address	
Preferred Contact Method	
Property Address(s)	

All legal Owners of the property must complete this agreement and provide the required proof of identification.

Please confirm the number of Owners	
Please confirm the documents supplied	

Before we are able to market your property, you must provide us with at least two documents that confirm your identity and address in order for us to comply with the Anti-Money Laundering Regulations, which can be a passport or driving licence and a utility bill. Copies of these documents will be retained by us, and we may carry out electronic identity verification. We also require proof of ownership for the property, please provide a copy of the Land Registry Title. If required, we can acquire this with an applicable administration cost of £15.00. Please confirm if you wish us to acquire the Land Registry documents on your behalf.

Any verbal or written instruction given to the Agent by either Owner will be accepted and acted upon by the Agent.

If the Owner of the property is a Company, please provide the following:

Company Name	
Name(s) of Authorised	
Signatories	
Company Registration Number	

Details of the bank where rent is to be paid:

Bank Name and Branch Address	
Sort Code	
Account Number	
Account Name	

The property will be marketed for an initial asking price of **£ pcm** under a Sole Agency Agreement:

The Agency period is fixed for 4 weeks\* beginning on the date of this agreement. \*This period does not cover any period where the property is not being marketed as a result of being Let Subject to Contract

Our Sole Agency period can be ended at 4 weeks by either party giving 14 days' notice in writing. Otherwise, the Sole Agency period will continue after this initial period until the required notice is provided by either party.

Unless you instruct us to the contrary, we reserve the right to instruct a limited number of sub-agents on a commission-sharing basis.

## **Terms & Conditions**

## 1. Commission fees

1.1 Move Estate Agents Limited (We) will act for the Client (You) in the letting of the property. Our fees will depend on which service you select and are payable as stated in the Agreement.

## 1.2 Tenant Find

Set Up Fee: 95% + VAT of the first month's rent Based on the initial asking price stated above, the fee will be £ + VAT so the total will be £

# **1.3 Comprehensive Management**

Fixed Set Up Fee: £350.00 Inc VAT

Plus X% + VAT which equates to X% of the first month's rent and all future monthly rental payments for the duration of the tenancy.

Based on the initial asking price stated above and a 12-month tenancy, the fee will be  $\pm X + VAT$  so the total will be  $\pm X$  payable in month one and from month two, the fee payable each month will be  $\pm X VAT$  so the total will be  $\pm X$  thereafter.

If the actual rental price is higher or lower, then the fee will be higher or lower.

# **1.4 Additional Fees (where applicable):**

Rent Protection & Legal Expenses Cover£30.00 per month		
To provide a Gas Safety Certificate	£95.00	
To provide a Gas Safety Certificate with Boiler Service £135.00		
To provide a Carbon Monoxide Alarm	£36.00	
To provide an EICR Safety Certificate	£195.00	
To provide a Portable Appliance Test £114.00		
To provide a Legionella Risk Assessment	£65.00	
	1 & 2 Bedrooms £125.00	
To provide an Inventory & Schedule of condition	3 & 4 Bedrooms £150.00	
	5+ Bedrooms £195.00	

To provide an Energy Performance Certificate (EPC)	£110.00	
Deposit Protection Arrangement Fee	£60.00 annually	
To provide additional property visits	£75.00 per hour	
Tenancy Renewal Fee & Rent Increase	£150.00	
To produce and serve Notices / Amendments to contract	£150.00	
Project manage furnishings/refurbishment	£ 10% of total work	
Deposit claim negotiation and submission	£150.00	
Vacant Property Management – per month	£75.00	
Telegraphic Transfer or CHAPs payment	£24.00	
To provide additional monthly Landlord statements	£12.00	
Annual Inland Revenue Tax Return for Overseas Landlords	£350.00	
Key cutting (plus cost of keys)	£15.00	

All fees quoted are inclusive of VAT (where applicable) at the prevailing rate.

1.5 Our fees become liable for payment upon the start of the tenancy that has been agreed. You agree that these fees can be deducted from the rent monies collected. Should a balance remain, this will be paid to you. If the rent monies are paid directly to you or the rent monies received by us do not cover our fees, you agree to provide payment to us before the tenancy starts. Should a payment not be paid within 10 days after the due date, interest will be added to the amount due at 3% above the Bank of England's base rate.

1.6 All amounts due under these terms by you shall be paid in full without set-off, counterclaim, deduction or withholding except as required by law. We may set-off any amount owing to you against any amount payable by us to you.

1.7 If rent is not received and collection of fees is not possible, we will invoice you for our fees due under our Comprehensive Management service and fees are payable within 14 days.

1.8 We reserve the right to change this Terms of Business and will give you 28 days prior written notice of any changes.

# 2. Service Levels

# 2.1 Tenant Find

2.1.1 We will provide a market appraisal of your property confirming a current rental value you can expect to achieve

2.1.2 We will arrange proactive marketing of your property and advertise the property on online portals 2.1.3 We will provide professional photography

2.1.4 We will organise and accompany prospective Tenant(s) who wish to view the property

2.1.5 We will provide regular feedback

2.1.6 We will provide you with all relevant legal and regulatory advice to ensure you are compliant

2.1.7 We will negotiate and provide advice for agreeing offers

2.1.8 We will seek your approval and acceptance for any new tenancy once we have completed the referencing of the Tenant(s) and discussed the reports with you

2.1.9 We will conduct Right to Rent checks on your behalf

2.1.10 We will prepare the appropriate tenancy agreement and arrange for it to be completed. Unless you instruct otherwise, we will sign the tenancy agreement on your behalf

2.1.11 We will collect the first month's rent and deposit and remit to the Landlord

2.1.12 We will provide you with an initial accounts statement

2.1 13 We will register the deposit with the Government approved Deposit Protection Service (DPS) and will deal with the related administration (additional fees will apply)

# 2.2 Comprehensive Management

In addition to the services provided in Tenant Find:

2.2.1 We will collect the rent in accordance with the terms of the tenancy agreement and will inform you at the earliest opportunity if the rent is late

2.2.2 We will pursue outstanding rent on your behalf

2.2.3 We will transfer monies received and due to you (less any deductions due under these terms) within 35 days of receipt. We carry out payment run on the last working day of each month with payment received 2 working days after this. A subsequent payment run is carried out in the first week of the month for any rent not able to be paid in time for the last working day of the month, with payment received two working days after this.

2.2.4 We will inform all utility suppliers and the local authority for Council Tax purposes that the accounts should be changed into the Tenant's name at the start of a tenancy

2.2.5 We will prepare statements of account each month showing rents collected and expenditure incurred and copy these to any appointed financial advisor you have provided us with details. For Let Only or HMO properties, this is the responsibility of the Landlord.

2.2.6 We will deduct income tax from the rent if you are a non-resident Landlord unless you provide us with an Inland Revenue exemption certificate. You will need to complete the appropriate NRL1, NRL2 or NRL3 indicating Move Estate Agents Limited as your managing agent, if you require advice about this process please let us know.

2.2.7 We will manage the property on your behalf

2.2.8 We will obtain estimates and quotations for general repairs and maintenance and where practical submit to you for approval

2.2.9 We will arrange for general repairs and maintenance to the property up to the value of £180.00 and will seek your permission should any repairs exceed this amount, except in an emergency, such as, but not limited to: excessive water leaks, faults in heating and hot water

2.2.10 We will provide Tenant(s) with an out of hours emergency contact number for the reporting of repairs

2.2.11 We will pay any invoices due from the monthly rent received from your Tenant(s)

2.2.12 We will inspect the property every 6 months provided the Tenant(s) permit access and notify you of any significant problems which require repair or maintenance and provide you with a report of our findings. You must provide us with your instructions before we will organise any repairs to be completed, over the value of £180.00 unless otherwise agreed as per 2.2.9.

2.2.13 We will produce and serve the following notices as requested by you: Section 21, Section 13 and Section 8 (additional fees may apply)

# 3. Permission to let

3.1 You must have permission to let the property and you confirm that you have sought and obtained agreement from your mortgage lender or any other person whose permission may be required.

3.2 You will keep your mortgage lender or superior lessor (if any) updated with every change of tenancy and provide a copy of the signed tenancy agreement.

3.3 If your property is leasehold and any lease places a responsibility on a Tenant(s) to comply, you must provide a copy of the lease so that this can be provided to the Tenant(s).

## 4. Insurance

4.1 You must have insurance for Buildings and/or Contents that is appropriate for letting the property.

4.2 You will keep us indemnified against any losses, compensation or costs we may incur as a result of fulfilling our obligations under this agreement.

4.3 Rent Protection & Legal Expenses cover will be arranged for you with our provider unless you state otherwise. If you wish to opt out please notify us in writing.

## 5. Taxation

5.1 The Landlord understands that any income received from the property will be subject to an income tax and you take full responsibility for declaring rental income to HMRC. If HMRC ever request or demand any rental statements etc for the property Move Estate Agents Limited will be obliged to provide them the information required in order for them to carry out their investigations. We complete our statutory return - Rent and Other Payments arising from Land (ROPL-01) annually confirming to the HMRC the income you have received in any financial year.

5.2 If you permanently reside overseas for more than 6 months of the year, you will be a non-resident Landlord. It is your responsibility to check any tax implications relating to the letting of your property.

#### 6. Suitability of Tenants

6.1 We will thoroughly check through an accredited credit-referencing agency all Tenant(s) and Guarantor(s) but we cannot guarantee their suitability. These checks include a credit file search, a previous Landlord's reference (if applicable) within the last 3 years, an employment reference (if applicable) and an Accountant's report (if applicable).

6.2 The Landlord is aware that should a prospective Tenant fail to proceed with a proposed tenancy and forfeits the holding deposit paid, this amount will be retained by Move Estate Agents Limited.

6.3 The Landlord understands that should a suitable prospective Tenant(s) introduced by Move Estate Agents Limited be accepted with references completed and tenancy documentation prepared and the Landlord subsequently withdraws their acceptance through no fault of the prospective Tenant(s), then a fee of £600 is payable to us.

6.4 If a Tenant(s) fails to comply with their obligations under this agreement, the Landlord agrees that there is no liability on the part of the Agent to meet any costs including arrears, damages or any other expense that the Landlord may incur as a result.

6.5 The Landlord agrees that in the event of a request from a Local Authority to return monies paid for Housing Benefit, the Landlord will swiftly return such monies upon demand. Should the Agent suffer any expenses or costs as a result of a delay or failure by the Landlord, the Landlord will recompense the Agent for the expenses and costs.

6.6 The Landlord agrees that in the event of any payment received from the Tenant(s) passed to the Landlord and subsequently returned "unpaid" by the Tenant(s) bank, will be returned to us upon request.

# 7. Deposit Protection

7.1 Move Estate Agents Limited uses the Deposit Protection Service (DPS) Custodial tenancy protection scheme. The contact details are the Deposit Protection Service (DPS), The Pavilions, Bridgwater Road, Bristol BS99 <u>www.depositprotection.com</u>

7.2 Unless alternatively instructed by you, we will ensure that the deposit is protected in line with the tenancy deposit legislation. We will be responsible for supplying the required Deposit Protection Certificate, the Prescribed Information and the Terms and Conditions. This must be done within 30 days of receiving the deposit payment.

7.3 If you decide that you wish to hold the deposit and use an alternative tenancy deposit protection scheme, it is your responsibility to register the deposit with a scheme within 30 days of Move Estate Agents Limited receiving it from the Tenant(s) and you must provide the Tenant(s) with the relevant Deposit Protection Certificate and the Prescribed Information. If you fail to do so, the Tenant(s) can take legal action against you in the County Court. The Court will order you to return the full deposit and may impose a further penalty of between one and three times the sum of the deposit. In addition, you will not be able to rely on a Section 21 Notice and a Court will not grant you possession. Move Estate Agents Limited will take no responsibility for any losses suffered if you fail to comply.

7.4 Move Estate Agents Limited may decide to change membership to an alternative tenancy protection scheme and the Landlord agrees that any deposits held will be automatically switched.

## 8. Maintenance

8.1 It is the Landlord's responsibility to maintain the fabric and structure of the building. This includes the supply of all services, space and water heating throughout the duration of this agreement.

8.2 Move Estate Agents Limited will undertake any general repairs and maintenance to the property to ensure that you remain compliant with your obligations under legislation and you agree to pay all expenses and charges relating to such maintenance.

8.3 We will only seek your consent to undertake works if the value of any one single repair exceeds £180.00, except in the case of an emergency such as but not limited to excessive water leaks, faults in heating and hot water. We will, if a single repair exceeds £180, obtain at your request at least one further estimate or quotation for your consideration. Subject to separate agreement with you.

8.4 Move Estate Agents Limited endeavour to select competent contractors at reasonable prices, but is unable to guarantee the standard of workmanship or any liability arising, although you retain the right to pursue any claim against a contractor in relation to substandard work.

8.5 If you wish to use a nominated contractor, we will require a copy of their "competent person" status before we can instruct any work to be completed on your behalf. If any such nominated contractor is unable to respond within a reasonable timescale, we reserve the right to instruct a contractor nominated by us and at a cost to you.

8.6 We will receive an introduction fee of 10% from any contractor we instruct on your behalf from the total gross invoiced costs.

## 9. Legislation

Please note, if you opt for our Comprehensive Management service, we will have the below arranged for your unless otherwise confirmed in writing, however, we can accept no liability.

9.1 Gas Safety (Installation and Use) Regulations 1998

You accept that you must provide a copy of a valid Gas Safety Certificate confirming that the gas appliances and installations have been checked by a Gas Safe registered engineer and this must be provided to us before we issue the tenancy agreement. Should we not be in possession of a valid certificate and cannot issue the tenancy agreement, we will arrange for this to be done and this will be at a cost to you. You agree that the check will be completed on an annual basis and provided to the Tenant(s) within 28 days.

9.2 The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

You accept that you must provide a copy of a valid EICR Safety Certificate confirming that the electrical fixed wiring and associated fixed electrical equipment have been checked by a qualified electrician and this must be provided to us before we issue the tenancy agreement. Should we not be in possession of a valid certificate and cannot issue the tenancy agreement, we will arrange for this to be done and this will be at a cost to you. You agree that the check will be completed every five years.

You accept that you must provide a valid Portable Appliance Test (PAT) Certificate confirming that all portable electrical appliances in the property are safe. Move Estate Agents Limited recommend that a PAT certificate is completed by qualified electrician and you will provide us with the certificate before we issue the tenancy agreement.

9.3 The Furniture and Furnishings (Fire)(Safety) Regulations 1993

You confirm that should any furniture or soft furnishings remain in the property, they will comply with the fire resistance requirements and if any furniture and/or soft furnishings does not comply, they will be removed before the tenancy starts.

9.4 The Smoke & Carbon Monoxide Alarm (Amendment) Regulations 2022

You confirm that there is a minimum of one smoke alarm on every level of living accommodation of the property, a heat detector in the kitchen and a carbon monoxide alarm in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). The Landlord shall ensure that such alarms are properly fitted and in working order prior to any tenancy commencing. If

these are found to not be in working order upon the Inventory, these shall be replaced and the cost of the same invoiced to the Landlord.

9.5 The Control of Legionella Bacteria in Water Systems

You confirm that you are aware of your responsibility that a risk assessment must be conducted and you must adhere to the guidance and accept that the property complies with these regulations. Unless we are instructed otherwise, we will carry this out at the same time as the Inventory.

9.6 Local Authority Requirements, Planning Consent and Licensing

You have consulted with your local Council Authority and you confirm that your property does/does not require one of the following licences: Houses in Multiple Occupation (HMO) Licence Houses in Multiple Occupation (HMO) Planning Consent Selective Licence Additional Licence

If I/We are aware that my/our property require a licence, we will provide Move Estate Agents Limited with a copy of the licence before any marketing can begin. We are aware that Move Estate Agents will not be a licence holder for the Landlord under any circumstances.

## 10. Immigration Act 2014 & 2016

10.1 You confirm that you are aware that a Right to Rent status check must be completed on all occupiers before a tenancy commences and additional checks may be required during a tenancy.

# 11. Fall Arrest Blocks – Eye Bolts – 7883:2005

11.1 You must ensure that any Fall Arrest Bolts, known as "Eye Bolts" installed within or in the vicinity of the property are subject to an annual inspection and certification by a person deemed competent under the relevant HSA Code of Practice. Inspections can be undertaken by any Block Owners or Managing Agents but it is your responsibility to ensure that the inspections are completed.

If you would like Move Estate Agents Limited to arrange the annual inspection, please email <u>info@move.uk.net</u>

# 12. Legal Proceedings

12.1 We can if instructed, serve a Section 21 Notice if possession is required by you at the end of the tenancy. You must provide us with your instruction in enough time that we can serve the Notice giving the Tenant(s) at least 2 months' notice prior to the end of the tenancy. We cannot provide you with legal advice and we cannot represent you at any court hearing. An additional fee is payable for producing and serving this Notice.

12.2 We can, if instructed, serve a Section 13 Notice if you wish to increase the rental paid by your Tenant(s) if you currently have a periodic tenancy. You must provide us with your instruction in enough time that we can serve the Notice giving the Tenant(s) at least one months' notice. An additional fee is

payable for producing and serving this Notice. Under legislation, the rental may only be increased a maximum of once every 52 weeks.

12.3 We can if instructed, serve a Section 8 Notice if possession is required by you as a result of the Tenant(s) breach of their obligations under their tenancy agreement. We cannot provide you with legal advice and we cannot represent you at any court hearing. You must seek independent legal advice. An additional fee is payable for producing and serving this Notice.

The Landlord should be aware that the notice periods stated above are those defined by legislation and can be subject to change.

## **13. Utility Services**

13.1 It is your responsibility to ensure that all accounts for gas, electricity, water, telephone and council tax are settled in full before you let the property and you confirm to all utility suppliers that you will no longer be responsible for paying the bills before a new tenancy starts. It will then be your Tenant(s) responsibility to inform the suppliers that they will now be paying all bills. We will require that you give us the location and access to meters in order to carry out accurate meter readings at the beginning and end of tenancies.

13.2 We may from time to time use a third party to assist with the transfer of utilities between you and the Tenant(s). You agree that we may provide your name and contact details to any such third party so that they can contact you to discuss the most appropriate utility provider and tariff available.

#### 14. Property condition

14.1 It is your responsibility to ensure that the property is safe and at a high standard. If you are undertaking any repairs or maintenance, you must provide us with evidence that the works have been completed and the property is ready for any new tenancy. If this is not received and/or Move Estate Agents Limited consider that the property is not up to an appropriate standard, this will delay any new tenancy commencing.

#### 15. Vacant property

15.1 Move Estate Agents Limited are not responsible for the supervision of vacant properties either before a property is let and/or during any void period. It is your responsibility to ensure mains services are turned off and water and heating systems drained down professionally as required. We will take no responsibility for the forwarding of mail.

15.2 We will, if required, continue to manage the property whilst it is vacant (an additional fee will apply)

# 16. To Let Board/Viewings

16.1 We will erect a To Let board unless not permitted to do so by the local authority planning regulations. Our board should not be removed or replaced by another Agent's board without our permission. Viewings will be accompanied unless alternative arrangements have been made with relevant parties.

# **17. Property Details**

17.1 Whilst we take every care in the preparation of property details, you are required to advise us, in writing, if any aspect of the property particulars we supply is, or later becomes, inaccurate or in any way misleading.

## 18. Keys

18.1 If you have provided us with keys to the property, they will be kept securely at all times and not released to any third party without your prior consent. If you have chosen the Comprehensive Management service, we will require an additional set of keys in order to access the property to carry out work on your behalf, with consent from the Tenant(s). If we do not receive an additional set, we will arrange for an additional set to be cut at a cost to you.

#### 19. Marketing

19.1 We will take internal and external photographs of your property. They will be displayed on our interactive website, online portals such as Rightmove, Zoopla and OntheMarket and displayed on a rotational basis in our prominent window display in our High Street office. Move Estate Agents Limited will own the copyright, trademarks and other intellectual property rights in all photographs, virtual tours and floorplans. Any commercial use or reproduction by you or another organisation is strictly prohibited without prior permission.

19.2 We may wish to use photographs of your property when we produce general marketing. Please email <u>info@move.uk.net</u> if you do not consent to this term.

#### **20.** Services to Other Parties

20.1 We can provide a range of services to you and to any prospective Tenant(s) by referrals to our associated third party suppliers. These can include Letting & Management, Utility Administrators, Estate Agency, Conveyancing, Financial Services, Energy Assessors, Surveyors, Land Acquisitions, Architects. We will receive a referral fee should you decide to use a recommended third party supplier.

#### 21. Consumer Protection from Unfair Trading Regulations 2008

21.1 It is a legal requirement that we inform any prospective Tenant(s) all material information regarding your property and the local area that could affect their decision-making process. Please provide any such information below:

# 22. Energy Performance Certificate (EPC)

22.1 We must be able to provide any prospective Tenant(s) with a copy of your EPC which must be a rating of E or above and we cannot begin marketing your property unless we have an EPC or one has been commissioned.

22.2 If the property is subject to a Green Deal, you must provide us with the following information so that we can inform the Tenant(s):

improvements that have been made under the Green Deal the repayment amounts the electricity bill payer needs to make the length of the Green Deal the name of the Green Deal Provider

#### 23. Inventory Disclaimer

23.1 The Landlord is aware of the importance of providing an Inventory & Schedule of Condition. Should you decide not to proceed with an Inventory & Schedule of Condition, you accept that this may affect your right to make any claims against the Tenant's deposit at the end of the tenancy and you therefore agree to indemnify Move Estate Agents Limited against any cost, expenses and charges incurred as a result.

#### 24. Incorrect Information

24.1 You must confirm that all information you have provided to us is correct to the best of your knowledge. If you provide any incorrect information which causes us to suffer loss or results in legal proceedings being taken against us, you agree to compensate us for all losses suffered.

#### **25. Electronic Documentation**

25.1 Contracts which have been signed electronically (either by fax, email, scanning or website authentication) are binding and admissible in evidence. For convenience, we may ask you, the Tenant(s) or any prospective Tenant(s) to sign documentation electronically.

#### **26.** Ending the agreement

26.1 This agreement will end on the expiry of any tenancy we have arranged or if the letting is renewed, when any subsequent renewal expires.

26.2 We may end the agreement by giving you 7 days' notice in writing if we consider you are in breach of any statutory regulations relating to the property that you have failed to remedy within 5 days of being notified.

26.3 You or We may end this agreement by giving at least 6 months written notice to the other. If you give notice to end the agreement, you must pay us all fees you owe plus any payments for outstanding invoices that are due up to the date the agreement ends.

## 27. Data Protection Act 2018

27.1 The data you provide will be protected in accordance with the requirements of the Data Protection Act 2018. We will act as Data Controller and will use your data in order to fulfill our contractual obligations to you as our Client. It may be necessary for us to pass your data onto selected third parties in order for us to continue fulfilling our contractual obligations. Should we wish to pass your details onto alternative third party suppliers, we will seek your consent before doing so. A copy of our privacy policy can be found on our website <u>www.move.uk.net</u>

## 26. Complaints Procedure

26.1 We are committed to providing the highest standard of service, however, should you wish to make a complaint, we are members of The Property Ombudsman Scheme and our formal complaints procedure is available upon request or can be viewed on our website <u>www.move.uk.net</u>

These Terms of Business are governed by the laws of England and Wales.

#### Declaration

I/We confirm that I/We have read the Terms of Business and understand that I/We have entered into a legally binding contract and are liable to pay the commission fees in addition to any other costs or charges agreed, under this agreement.

# Client(s)

Signed	Print Name	Date	
Signed	Print Name	Date	

#### For and on behalf of Move Estate Agents Limited

#### Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013

If you sign this agreement away from Move Estate Agents Limited offices, you have the right to cancel this agreement at any time within 14 days from the first day of the start of this agreement.

We will begin our services on the first day of the start of this agreement, so if you do not want us to start our services before the end of the 14 day cancellation period, please confirm by email to info@move.uk.net.

If you cancel this agreement during the cancellation period and you had already instructed us to start work on your behalf, you will have to pay for the services we have already provided at a cost of £250.00.

Should we also agree a let prior to the cancellation form being received, our commission fee will also become payable by you.

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Cancellation Form

I/We are writing :

To: Move Estate Agents Limited, 1 Clarence Parade, Cheltenham GL50 3NY Email : <u>info@move.uk.net</u>

We give notice that I/We wish to cancel our contract for marketing our property for let.

Property address: Date contract signed: Date this cancellation form was sent:

Signed:

Print Name:

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Member of The Property Ombudsman Scheme, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP Move Estate Agents Limited Registered Office 1 Clarence Parade, Cheltenham GL50 3NY Company Number 12137355 VAT Registration 225 274 225