

# Agency Agreement



**Property Address:** \_\_\_\_\_

This Agreement is made between the Landlord of the Property (as named at the end of this Agreement) and Forefront Property Ltd who agree to act as Agent for the Landlord and is hereinafter referred to as "the Agent". The purpose of this document is to set out clearly and concisely the extent of the Letting and Management Service offered and the scale of fees charged.

The terms of the Agreement set out in this document will constitute a binding legal contract. If you are unsure of your obligations under this Agreement then you are advised to take independent legal advice before signing. This Agreement is set out to comply with the requirements of the Provision of Services Regulations 2009 SI 2999.

## FULL MANAGEMENT SERVICE

The Agent provides a fully Managed Property Service to Landlords wishing to rent out their Property. The Agent's fees for providing the Full Management Service is taken as a percentage of the gross rents due for the period of the Tenancy and a set-up fee will be levied at the outset for marketing and finding a Tenant. Renewal fees are listed under Section 26 and details of a "Find & Let" Landlord requiring the Agent to register the deposit with the DPS can be found in Section 24. If any additional Agency work is required then a quote will be provided. Costs for external contractors, mandatory safety checks and independent inventory services are listed throughout the agreement at a fixed price. Additional safety checks and arranging for properties to meet current safety legislation as well as any maintenance work will vary and a quote will be provided.

The Full Management Service:

1. Visit your property, agree an asking price and prepare for marketing
2. Arrange an Energy Performance Certificate (Fixed Cost), if required
3. Marketing, including photographs, floorplans and a To Let board
4. Extensive internet marketing including Rightmove and Zoopla
5. Source suitable Tenants, arrange viewings, provide feedback
6. Accompany viewings where possible, provide feedback
7. Take up reference, immigration and credit checks
8. Collect Deposit and first months' rent
9. Draw up Tenancy Agreements
10. Arrange a detailed Inventory Report (Fixed Cost) via an Independent Clerk
11. Arrange the Check In of Tenant (Fixed Cost) via an Independent Clerk
12. Register deposit (Optional for Find & Let Service. T&C's apply at a Fixed Fee)
13. Rent collection and process payment to the Landlord
14. Address and manage any rent arrears
15. Arrange regular interim inspections (Fixed Cost) via an Independent Clerk
16. Arrange routine servicing and maintenance
17. Advice on any repairs needed
18. Arrange emergency repairs
19. Arrange mandatory safety checks (Fixed Cost)
20. Provide monthly itemised statement to Landlord
21. Manage Tenant issues and queries
22. Inform Landlord of new legislation and provide advice
23. Manage Tenancy renewals and rent reviews (Fixed Fee)
24. Serving and receiving notices
25. Arrange end of Tenancy Inspection/Check Out (Fixed Cost) via an Independent Clerk
26. Arrange for deposit return
27. Remarketing at end of Tenancy

Landlords can choose a level of Service which meets their requirements by selecting 1 of the 4 Service levels detailed below. Landlords are able to upgrade their Service level at any time. The Service options available are based on the 27 service items listed above.

## SCALE OF FEES

(All fees are INCLUSIVE of VAT)

<b>1 – TENANT FIND</b>	(1 to 8)	50% of the 1 <sup>st</sup> month's rent + VAT
<b>2 – FIND &amp; LET</b>	(1 to 11/12)	75% of the 1 <sup>st</sup> month's rent + VAT
<b>3 – LET &amp; RENT COLLECTION</b>	(1 to 14)	£300 to find a Tenant then 6% of the rent due per month + VAT
<b>4 – FULLY MANAGED</b>	(1 to 27)	£300 to find a Tenant then 9% of the rent due per month + VAT

## TERMS OF BUSINESS

### 1. GENERAL AUTHORITY

The Landlord confirms that he/she is the sole or joint owner of the Property and has the right to rent out the Property under the terms of the mortgage or head lease. Where necessary, the Landlord confirms that permission To Let has been granted by the mortgagee. The Landlord authorises the Agent (dependant on the chosen service) to carry out the various usual duties of property management including those listed in items 1-27 of the Full Management Service – detailed above. The Landlord also agrees that the Agent may take and hold Tenant deposits and comply with the requirements of any tenancy deposit scheme that may apply to that deposit. It is declared that the Agent may earn and retain commissions on insurance policies issued.

### 2. LIABILITY FOR TENANT DEFAULT

Although the aim is to successfully manage the Property in all respects, the Agent cannot accept responsibility for non-payment of rent, damage or other default by Tenant, or any associated legal costs incurred where the Agent has acted correctly in terms of this Agreement, or on the Landlord's instructions. A Landlord insurance policy is recommended for this eventuality.

### 3. REASONABLE COSTS AND EXPENSES

**3.1** The Landlord agrees to repay the Agent for any reasonable costs, expenses or liabilities incurred or imposed on the Agent provided that they were incurred on behalf of the Landlord in pursuit of the Agent's normal duties. To assist the Agent in carrying out its duties effectively, the Landlord agrees to respond promptly with instructions where necessary to any correspondence or requests from the Agent.

**3.2** Where the Agreement is cancelled under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (or previous consumer contract legislation), the Landlord agrees to repay any reasonable costs incurred by the Agent in carrying out its duties (see clause 15.3). This cost is set at £300 + VAT. If the Landlord fee is not due until the 1<sup>st</sup> rent is taken then the Landlord is to pay the Agent's set fee of £300 + VAT immediately as well as any costs for inventories or safety checks if they were carried out. Where a Tenant has been secured, the Landlord must also refund any fees paid by the Tenant. The Agent will invoice the Landlord accordingly.

### 4. MAINTENANCE

Maintenance Repair Limit UK Landlords (see clause 4.1): £250

Maintenance Repair Limit Overseas Landlords (see clause 4.1): £500

**4.1** The Landlord agrees to provide the Property in a good and lettable condition and that the Property, beds, sofas and all other soft furnishings conform to the current Fire Safety Regulations. The Landlord agrees to make the Agent

aware of any ongoing maintenance problems. Subject to a retained maximum expenditure limit (Maintenance Repair Limit) on any single item or repair, and any other requirements or limits specified by the Landlord, the Agent will administer any miscellaneous maintenance work that needs to be carried out on the Property. 'Retained maximum expenditure limit' means that the Agent has authority to spend up to this amount (or other amount as individually agreed) on reasonable improvements or repairs in any single monthly accounting period without prior reference to the Landlord.

**4.2** For expenditure in excess of the agreed expenditure limits, the Agent would normally request authorisation in advance, although it is agreed that in an emergency or for reasons of contractual or legal necessity where reasonable endeavours have been made to contact the Landlord, the Agent may reasonably exceed the limits specified.

**4.3** By law, it is necessary to carry out an annual inspection for any gas appliances. The Agent will carry this out on the Landlord's behalf and expense, and administer the necessary inspection and maintenance records. The cost is £105.00 including administration + VAT which will be debited to the Landlord's account. Should the landlord wish to use their own company (such as British Gas) then there will be an administration fee of £20 + Vat for us to organise the engineers visit and a further £50 + VAT if the company/engineer wish us to meet them at the property to carry out the report.

**4.4** Where the Agent is required to quote and resale on behalf of external contractors for repairs/maintenance work requested by the Landlord, the Agent will not be responsible for any negligence, damage, or breach of contract by any contractor employed in this way. This includes independent Inventory Clerks, Energy Assessors and any Safety Inspections.

## **5. OVERSEAS RESIDENTS**

When letting a property and collecting rents for Non-UK Resident Landlords (NRL) i.e. Landlords living overseas, the Agent is obliged by the Income and Corporation Taxes Act 1988 and the Taxation of Income from Land (Non-Residents) Regulations 1995 to deduct tax (at the basic tax rate) to cover any tax liability, unless the Landlord has been authorised in writing by HM Revenue and Customs (HMRC) to receive rent gross. In this situation, the Agent also requests that the Landlord appoints an Accountant or reserves to the Agent the right to employ a suitably qualified Accountant in order to manage correspondence with the Inland Revenue. A standard annual charge will be made for this work and the Agent may charge reasonable administration expenses for further work requested by the Landlord, the Landlord's accountant or the HMRC in connection with such tax liabilities. In many cases, a Landlord's tax liability is minimal when all allowable costs are deducted.

## **6. COUNCIL TAX**

Payment of Council Tax will normally be the responsibility of the Tenants in the Property. However, Landlords should be aware that where a property is empty, let as holiday accommodation, or let as a house in multiple occupation (HMO) responsibility for payment of council tax then rests with the owner of the Property.

## **7. SERVICES**

The Agent/Inventory Clerk will take meter readings whenever possible at each change of occupation of the Property and this information will be forwarded to the Landlord and Tenant so they can notify the relevant Utility Companies (electricity, gas and water) of these readings and change of occupation. In many cases, the Utility Companies (e.g. BT, British Gas, etc.) require that the new occupiers formally request and authorise the service, therefore it is not possible for the Agent to do this on the Tenant's or Landlord's behalf. Regarding mail, Landlords should take care to inform all parties (e.g. Banks, clubs, societies etc.) of their new address as it is not always possible to rely on Tenants to forward mail.

## **8. INVENTORY**

The Deposit Protection Schemes established under the terms of the Housing Act 2004 require that all Landlords and Tenants need to be protected by Inventory and Condition Reports from the outset. An independent Inventory Clerk will prepare a full inventory and condition report for the Property at the start of the Tenancy at a cost of £110 + VAT. The Clerk will also check the Tenant in at a cost of £80 + VAT. A charge will be made for the report and check in every time the Property is Let to new Tenants.

The standard Inventory Report will include all removable items in the Property (except those of negligible value) plus carpets, paintwork, wall coverings, curtains, mirrors, sanitary ware and other articles that, in the opinion of the Agent, need regular checking. Landlords should not leave any articles of exceptional value in the Property without prior arrangement with the Agent. The standard Inventory Service will include a full schedule of condition (condition, colour & decoration of ceilings, walls, doors & door fittings etc.). Evidence of condition or damage (i.e. photography) will be prepared as required, or at the Landlord's request, and will be charged accordingly.

## **9. TENANCY AGREEMENT**

The Full Management Service includes the preparation of a Tenancy Agreement in the Agent's standard form(s) and provision of a copy of this Agreement to a designated advisor or building society. Should the Landlord, advisors or mortgagees require amendment of the contract or require the Agent to enter into further work or correspondence, a fee for this extra work may be requested (or the Landlord may have the Tenancy Agreement amended by their own adviser at their own expense). It is agreed that the Agent may sign the Tenancy Agreement(s) on behalf of the Landlord.

## **10. NOTICES**

The Agent will, as necessary, serve the usual legal notices on the Tenant(s) in order to terminate the Tenancy, increase the Rent, for any other purpose that supports the good management of the Property, or the timely return of the Deposit at the end of the Tenancy at a cost of £100 + VAT per notice.

## **11. RESERVATION FEES**

A Reservation Fee is generally taken from a Tenant applying to rent a Property. The purpose of this fee is to verify the Tenant's serious intent to proceed and to protect the Agent against any administrative expenses that may be incurred should the Tenant decide to withdraw the application. The reservation fee does not protect the Landlord against loss of rent due to the Tenant deciding to withdraw, or references proving unsuitable. Landlords should notify the Agent where they wish a larger reservation fee to be taken to protect against loss of rents, or insurance undertaken. This fee is not a deposit until it is transferred on the establishment of the Tenancy.

## **12. TENANCY DEPOSITS**

**12.1 Deposits** - Upon signing the Tenancy Agreement the Agent will take a Dilapidations Deposit from the Tenant(s) in addition to any rents due. The purpose of the Dilapidations Deposit is to protect the Landlord against loss of rent or damage to the Property during the Tenancy. This Deposit will be kept in a separate and secure client account ready for refunding (less any charges due) at the end of the Tenancy, or forwarded to one of the Government-regulated deposit schemes listed below.

**12.2 Statutory Tenancy Deposit Protection** - Where the Tenancy is an Assured Shorthold Tenancy, the Landlord or Agent is legally required to ensure that any Tenancy deposit taken under the Tenancy is protected within one of three statutory Tenancy Deposit Schemes within 30 days of receipt. The schemes are:

- (1) The Deposit Protection Service (DPS)
- (2) My Deposits
- (3) Tenancy Deposit Scheme (TDS)

**12.3 Tenancy Deposit Information** - Where statutory Tenancy Deposit Protection applies to a Tenancy deposit, the Agent will provide to the Tenant within 30 days the following information required from the Landlord by the Housing Act 2004:-

- (a) Information on the particular scheme under which the tenancy deposit is protected
- (b) Compliance by the Landlord with his obligations under the Act and prescribed information for the Tenant

More information on the requirements of the Deposit Protection Schemes are available on the following web site(s) and landlords are strongly urged to familiarise themselves with their legal responsibilities:  
<http://www.direct.gov.uk> <https://www.depositprotection.com>

### 13. INSPECTION OF PROPERTY

**13.1** Under the Full Management Service, an independent Inventory Clerk will conduct Interim Inspections quarterly at a cost of £45 + VAT. Such inspections do not constitute a formal survey of the Property and it is not the intention to check every item of the Inventory. The Interim Inspection is concerned with verifying the good order of the Tenancy (i.e. house being used in a 'Tenant-like' manner) and the general condition of the Property. This would normally include inspecting the main items (carpets, walls, cooker, main living areas and gardens.) Where these are felt to be unsatisfactory a more detailed inspection would generally be made.

**13.2** Following the departure of Tenants a final inspection of the Property is carried out by an independent Inventory Clerk at a cost of £80 + VAT. Testing of all the electrical appliances, heating system and plumbing is not feasible during this inspection. A qualified contractor should be appointed for this purpose should it be required by the Landlord. Any deficiencies or dilapidations would normally be submitted to the Landlord and the Tenant, (and if appropriate, to the relevant Tenancy Deposit Scheme administrator), together with any recommended deductions or replacement values.

### 14. TENANCY DEPOSIT DISPUTES

**14.1** The Agent will attempt, by negotiation, to resolve any deposit disputes between the Landlord and the Tenant. Where the Deposit is subject to statutory Tenancy Deposit Protection and a dispute cannot be resolved between the parties, then it will be necessary to submit the claim to the Tenancy Deposit Administrators for adjudication under an Alternative Dispute Resolution (ADR) process at a cost of £100 + VAT

**14.2** The Landlord authorises the Agent to make appropriate deductions from the rental income in the last two months of the Tenancy to provide a maintenance fund from which any cleaning, repair or other costs can be disbursed at the end of the Tenancy.

### 15. TERMINATION

**15.1 Agency Agreement** - This Agreement may be terminated by either party by way of three months written notice. Fees are due from the Landlord plus any expenses reasonably incurred to the date of cancellation. If notice is served by the Landlord during an active Tenancy on either the Rent Collection or Full Managed Service then the Agent will take the next three rent payments regardless of the date notice was served.

**15.2 Tenancy Agreement** - The Landlord shall provide the Agent with any requirements for return and repossession of the Property at the earliest opportunity. Landlords should be aware that any Tenancy Agreement entered into on the Landlord's behalf is a binding legal agreement for the term agreed. Details of any Tenancy Agreement being entered into will be communicated to the Landlord as soon as possible. Landlords should be aware that the legal minimum notice period to Tenants under assured tenancies is generally two months (should the contract allow for early termination) and this needs to be given even in the case of a fixed term Tenancy which is due to expire.

**15.3 Agreements signed away from the Agents office** - Where this Agency Agreement is signed away from the office the Landlord has a right to cancel under Consumer Protection Legislation within 14 days ('a cooling off period') of the date of this Agreement. A Cancellation Notice is available at the end of this Agreement. Landlords are given the opportunity to waive this right in order for the Agent to commence work immediately. Where the Landlord waives their right to this cancellation period they will be responsible for our "Sole Letting Rights" from the day this Agreement is signed. Should the Landlord cancel this contract before the first Tenancy, they will be responsible for any reasonable costs incurred by the Agent in carrying out their duties. This cost is set at £300 + VAT. Additional fees will be payable if the "Sole Letting Rights" are broken, see Section 16 below. If the Landlord fee is not due until the 1<sup>st</sup> rent is taken then the Landlord is to pay the Agents set fee of £300 + VAT immediately, as well as any costs for Inventory or safety checks if they were undertaken. Where a Tenant has been secured, the Landlord must also refund any fees paid by the Tenant. The Agent will invoice the Landlord accordingly.

## 16. SOLE LETTING RIGHTS

It is agreed that only the Agent may market and introduce a Tenant to the Property unless this Agreement is terminated by giving the appropriate notice – see Section 15. If these Terms are broken by way of marketing by another Agent or Landlord privately marketing the property prior or during our notice period and a tenant/private tenant is found, then it is agreed that the Agent's Letting Fee (Forefront) and the amount equivalent to 12 months' Agent Management Fee for the Rent Collection and Full Managed Services, at the current rental asking price for the Property, will be charged regardless if it is suggested that a tenant was found outside of our notice period. The Agent will invoice the Landlord for the full amount which must be paid immediately.

## 17. SAFETY REGULATIONS

**IMPORTANT: You should read and understand these obligations before signing overleaf.**

**17.1** The letting of Property is now closely regulated with respect to consumer safety. The Law makes particular demands regarding the safety, servicing and inspection of the gas and electric appliances and installations within a Property and with respect to the safety of furniture and soft furnishings provided. The following regulations apply:

- Furniture and Furnishings (Fire)(Safety) Regulations 1988
- General Product Safety Regulations 1994
- Gas Safety (Installation and Use) Regulations 1998
- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets (Safety) Regulations 1994

**17.2** The Landlord confirms that they are aware of these obligations and that the Agent has provided sufficient information to assist with compliance. It is agreed that the Landlord shall ensure that the Property is made available for Letting in a safe condition and in compliance with the above regulations. The Agent can assist the Landlord with these requirements and assist with a quotation of costs on request. The Landlord agrees to repay the Agent's reasonable costs incurred including any reasonable expenses or penalties that may be suffered as a result of non-compliance of the Property to fire and safety appliance standards.

**17.3 Legionella** - Where the Landlord has duties in regard to the prevention of Legionella and the inspection of domestic-type water systems, it is agreed that the Landlord shall be responsible for the maintenance of the water system and any associated safety checks under these duties. The Agent can assist the Landlord with this requirement and assist with a quotation of costs on request.

## 18. INSTRUCTIONS

It is agreed that any instructions to the Agent from the Landlord regarding termination proceedings, major repairs, payment, or other significant details regarding the Letting be confirmed to the Agent in writing.

## 19. VALUE ADDED TAX

All fees stated in this Agreement exclude VAT.

## 20. INSURANCE

The Landlord shall be responsible for the Property being adequately insured and that the Insurance Policy covers the situation where the Property is Let. The Agent would normally be responsible for the administration of any claims arising during the period of management where the Property is being managed (i.e. this only applies to properties under the Full Management Service) and subject to an additional charge for major works (see Section 4 - Maintenance).

## 21. HOUSING BENEFIT

The Landlord should be aware that the Agent does not accept or introduce new Tenants requiring or receiving Housing Benefit. Where the Agent takes over a Property with a current Tenant receiving Housing Benefit the Landlord undertakes to reimburse the Agent for any claims arising from overpayment which may be made by the Local Authority in respect of Housing Benefit, or other benefit scheme, paid to or on behalf of the Tenant(s) as rent.

This undertaking shall remain in force during the term of the Tenancy and up to six years thereafter, whether or not the Agent continues to be engaged to Let or Manage the Property under this Agreement.

## **22. LEGAL PROCEEDINGS**

Any delays of payment or other defaults will be acted on by the Agent in the first instance. Where the Agent has been unsuccessful in these initial actions, or there are significant rent arrears or breaches of the tenancy agreement, the Landlord will be advised accordingly. A Solicitor may then be appointed and instructed by the Landlord except where the Agent is unable, after taking reasonable efforts, to contact the Landlord. In that event the Agent is authorised to instruct a Solicitor on the Landlord's behalf. The Landlord is responsible for payment of all legal fees and any related costs.

## **23. TENANT FIND SERVICE**

The Tenant Find Service includes items 1 to 8 of the Full Management Service as listed above. Should the Tenant's reference checks be successful, the Agent will seek permission from them to pass their details onto the Landlord and it will be the Landlord's responsibility to contact the Tenant and arrange for a Tenancy Agreement to be signed. The Landlord will remain responsible for all other aspects of the tenancy including, inventory, check in, maintenance of the Property and any gas and electrical appliances. The Landlord will remain responsible for complying with the Deposit Protection requirements of the Housing Act 2004 and must provide the Agent with written confirmation of this. The minimum fee for this service is £300 + VAT.

## **24. FIND & LET SERVICE**

The Find & Let Service includes items 1 to 11/12 of the Full Management Service as listed above. Once the Agent has checked the Tenant into the property they will seek permission from them to pass their details onto the Landlord and it will be the Landlord's responsibility to deal with all remaining aspects of the Tenancy. The Landlord should notify the Agent if they would like them to manage their legal responsibilities for the protection of Tenancy Deposits under the Housing Act 2004 (item 12 of the Full Management Service). This service is optional and subject to an administration fee of £100 + VAT, but the Landlord should note that the Agent cannot assist with any dispute at the end of the Tenancy unless instructed by the landlord at a cost of £100 + VAT.

## **25. LET & RENT COLLECTION SERVICE**

Where the Landlord requires the collection of rents and the deposit service (items 1 to 14 only of the Full Management Service as listed above), then the Letting and Rent Collection Fee will be charged and will be deducted from rents collected.

## **26. RENEWALS**

Where, with the consent of the Landlord, the Tenancy is renewed or extended to the same Tenant (or any person associated with the Tenant) originally introduced by the Agent, the Tenancy Renewal Fee shall be payable on the renewal date at a cost of £165 + VAT. The Agent shall conduct a Rent Review and any negotiation required, prepare the Tenancy Agreement, if required for the new or extended tenancy, and the terms of this Agreement shall continue until the Tenant leaves, or this Agreement is terminated.

## **27. IMMIGRATION CHECKS**

The Landlord agrees that the Agent will carry out any checks required under the Immigration Act and the Agent will be responsible for taking the steps necessary to establish an excuse against a penalty.

## **28. COMPLAINTS**

Where the Landlord is unsatisfied with the service provided by the Agent, they should contact the Agent in the first instance to try and resolve matters. The Agent has an in-house complaints policy which must be followed by contacting Tristan Brown (Director) in writing at [tristan@forefrontproperty.co.uk](mailto:tristan@forefrontproperty.co.uk) detailing the nature of the complaint. The Agent is a member of *The Property Ombudsman* and where the Landlord is unsatisfied with the way the complaint has been handled in-house they may refer the matter to the scheme for a further decision. Details of how to refer a complaint to *The Property Ombudsman* are available on request from the Agent.

**29. KEEPING RECORDS**

The Agent agrees to keep copies of all forms, agreements and other correspondence in relation to the Tenancy for the period of the Tenancy and for a year from the date of expiry of the Tenancy. The Agent will keep copies of all financial information for seven years.

**30. ACCEPTANCE & VARIATION**

The terms and conditions of this Agreement may be varied by either party, but only with two months prior written notice.

**31. PRIVACY POLICY & NOTICE**

Details of this can be found on our website by visiting - <https://www.forefrontproperty.co.uk/privacy-policy-and-notice/>

**RENTING OF PROPERTY**

I consent to the Agent carry out marketing work immediately (prior to any right of cancellation period). (Tick box if this applies). I wish the Agent to undertake the following service:

**Tenant Find** (1 to 8)

**Find & Let** (1 to 11/12)

**Let & Rent Collect** (1 to 14)

**Fully Managed** (1 to 27)

Special Terms: \_\_\_\_\_

Furnished: **YES**  **NO**

Pets: **YES**  **NO**

**OTHER SERVICES**

Energy Performance Certificate (EPC) required at a cost of £90 + VAT **YES**  **NO**

Please note, the Agent cannot market the property until this has been ordered. If the Vendor purchases the EPC directly then receipt of purchase is required.

<b>Agent Details</b>		(Provision of Services Regulations 2009)
Name of business – Forefront Property Ltd		
Address – Basepoint Business Centre, Rivermead Drive, Swindon, SN5 7EX		
Telephone number – 01793 684990		
Email Address – enquiries@forefrontproperty.co.uk		
Details of any code of conduct, trade association adjudication or professional body non judicial dispute resolution procedure – Property Ombudsman		
VAT number - 913143361		
Details of Professional Liability Insurance – Direct Line Insurance		
<b>IMPORTANT NOTICE:</b> Landlords should read and understand the above Terms of Business before signing.		
Signed:	Printed:	Date:
Signed:	Printed:	Date:

# NOTICE OF THE RIGHT TO CANCEL

The Consumer has a right to cancel the contract if they wish and that this right can be exercised by delivering or sending (including by electronic mail) a cancellation notice to the person mentioned in the next paragraph at any time within the period of 14 days starting with the day of receipt of a notice in writing of the right to cancel the contract.

[The Consumer Contracts (Information, Cancellation and Additional Charges) Regs 2013]

Date:

Agent - Forefront Property Ltd

Any relevant reference number or property address:

The address, (including any electronic mail address as well as the postal address), of a person to whom a cancellation notice may be given.

Tristan Brown Director,

Forefront Property Ltd, Basepoint Business Centre, Rivermead Drive, Swindon, Wiltshire, SN5 7EX

Or [enquiries@forefrontproperty.co.uk](mailto:enquiries@forefrontproperty.co.uk)

Notice of cancellation is deemed to be served as soon as it is posted or sent to the Agent, or in the case of an electronic communication from the day it is sent to the Agent.

The form below may be used if you wish to cancel this contract.

## Cancellation Notice to be Included in Notice of the Right to Cancel

If you wish to cancel the contract you **MUST DO SO IN WRITING** and deliver personally or send (which may be by electronic mail) the form below to the person named above. You may use this form if you wish but you do not have to.

Complete, detach and return this form **ONLY IF YOU WISH TO CANCEL THE CONTRACT**.

----- cut here -----

## CANCELLATION NOTICE

To: Forefront Property Ltd – Tristan Brown

[Agent's name or the name of the person to whom notice may be given.]

I/We (delete as appropriate) hereby give notice that I/we (delete as appropriate) wish to cancel my/our (delete as appropriate) contract.

[Agent to insert reference number, property address or other details to enable the contract to be identified. He may also insert the name and address of the consumer.]

Signed:

Name and Address:

Date:

For Office Use:

Order EPC  Key tagged  To Let board ordered  Uploaded to internet  EPC attached to Jupix