



PROPERTY DETAILS

Property address

Postcode

The property will be offered for sale at an initial asking price of: £ Starting date of property sale:

YOUR DETAILS

Full names

Address (if different from above)

Contact Information

READ MAURICE TERMS & COMMISSION

Read Maurice will act in the sale of the above property on the following basis:

SOLE AGENCY When only Read Maurice is instructed to act for the seller
 The sole agency will last for an initial period of weeks from the above date (minimum period 8 weeks).
 The sole agency will continue after the initial period, but may then be ended by either party giving 14 days' notice in writing to the other. You must pay Read Maurice the fee set out in addition to any other costs or charges agreed to you and us, if at any time the sale of the property is completed to a purchaser:
 (a) introduced by Read Maurice during the period of our sole agency or with whom we had negotiations about the property during that period; or
 (b) introduced by another agent during that period. In this instance the fee payable to Read Maurice will be the multiple agency fee.

Sole agency
 % + VAT or fixed fee of £ + VAT
 weeksSellers Signature

MULTIPLE AGENCY When more than one agent is instructed, now or in the future
 The agency will start on the above date and continue until ended by either party giving 14 days' notice in writing to the other.
 You must pay Read Maurice the commission set out below in addition to any other costs or charges agreed by you and us, if at any time the sale of the property is completed to a purchaser:
 (a) introduced by Read Maurice during the period of our agency; or
 (b) with whom we had negotiations about the property during that period.
Note these are our multiple agency terms, if you instruct Read Maurice under its sole agency terms and these terms are breached, the multiple agency fee and not the sole agency fee will be payable on completion.

Multiple agency
 3% + VAT or fixed fee of £ + VAT
Sellers Signature

SELLER'S DECLARATION

I / we have read and accepted the terms of this Agreement, as printed on the inside front cover of this document and on the reverse of this Agency Agreement form, and acknowledge receipt of a copy of the same duly completed.

If this agreement is not signed by all the owners of the property being offered for sale then the signatory confirms that they are legally authorised to sell the property and are authorised to sign this agreement on behalf of all the owners of the property.

This document forms a contract between us so please read it carefully before signing. Do not sign it until you have read and understood it.

Signature Signed for and on behalf of Read Maurice
 Print nameDate

Signature Print name

Print nameDate Date

Method of Delivery

Terms of Business

This document is your instruction to us to market your property for sale and contains our terms and conditions. Please read it carefully before signing.

About this agreement

We will act as your agents in the sale of your property.

Where a sole agency is agreed:

All negotiations for the sale of your property shall be carried out through us.

You will be liable to pay the fee to us, in addition to any other expenses or charges agreed, if there is unconditional exchange of contracts for the sale of the property - with a buyer introduced by us during the period of our sole agency or with whom we had negotiations about your property during that period; or with a buyer introduced by another agent during the period of our sole agency.

After the initial period, our agreement will continue until either of us bring it to an end, in writing and giving 14 (fourteen) days notice. Notice of termination cannot be given before the end of the initial period.

Where another agent is instructed or where a multiple agency is agreed:

The fee will be charged at the higher rate than that applicable to a sole agency and this rate is as specified below.

Our agreement will continue until either you or we bring it to an end, in writing and giving 14 (fourteen) days notice.

A sole agency is where you have instructed us exclusively to act as your agent.

A multiple agency is where other agents are instructed independently of us.

A buyer we have introduced is anyone who has learned about the property through our activity either directly or through another person (for example - wife, husband, family member, partner or business partner). This can include (for example) advertisements, office displays, sales details, for sale boards, electronic advertising including internet media, leaflets and any written or verbal information given about the property. It is possible for us to be the introducer even when there is another agent instructed.

If you should know of anyone interested in buying your property, you should let us have their name and address within 3 (three) working days of this agreement being signed, and before our marketing activity begins. If they do eventually buy your property, you will not have to pay our fee, but any specified withdrawal charges will remain payable by you.

Following termination of our agreement, if you subsequently exchange contracts, within 12 (twelve) months, with a buyer introduced by us, our fee will be payable in full.

Any termination will not affect liability previously incurred by either of us to the other under this agreement.

Our fee is either the figure shown in this agreement or calculated as a percentage of the agreed total sale price including any carpets, curtains, furniture or other fixtures and fittings. In addition, there may be disbursements or other expenses to pay. VAT at the prevailing rate is always payable.

If our invoice for fee and/or other expenses or charges remains unpaid for more than 14 (fourteen) days after the due date of the invoice (whichever is the later), we may charge interest (before or after any judgment) at the prevailing statutory rate for court judgments in England and Wales from the date outlined above until payment is received.

Other services

To ensure the sale of your property moves ahead as quickly as possible we may offer to help sell the property of any prospective buyer. We can also offer other services such as selling by auction or electronic advertising.

Marketing activity

The frequency of advertising, the number of sales particulars printed and circulated, the display of details and photographs of the property in our offices, and all other matters about marketing the property are entirely at our professional discretion. In some cases we will agree with you a non-returnable fee to enable us to begin marketing your property.

Personal interest

If any employee or associate has, or comes to have, a personal interest in the sale or purchase of your property, we will advise you immediately. If you discover any such interest, please tell us as soon as possible to enable us to abide by the Estate Agents Act 1979.

Discrimination

No buyer or seller will receive less favourable treatment from us on the grounds of race, colour, ethnic origin, age, religion, sex, marital status or physical handicap.

Describing your property

We are required legally to present your property for sale accurately and in a way which will not mislead a prospective buyer. You must tell us of any changes you make to your property once you have instructed us to sell it, specifically if any changes mean that alterations are needed to your sales particulars. You must take care when approving the sales particulars to ensure that all the details are correct and accurately represent the property. We will rely on you (in whole or in part) when you approve the sales particulars.

For sale boards

Read Maurice will erect a for sale board at the property as soon as possible, unless instructed otherwise by the Seller or Local Council. Planning regulations do not permit the display of more than one board. Our board must not be replaced by another agent's board without the permission of Read Maurice.

Disbursements and other expenses

Disbursements include our charges for administration and the preparation/placement of advertising required in marketing your property. This will be based on disbursements and other expenses agreed with you and will where agreed be paid as a non-returnable fee.

Part-exchange

If you decide to part-exchange your property with a person introduced by us, our fee remains payable in full. The amount due would be based on the last price at which we were instructed to market the property fully for at least 7 (seven) days or, if marketed for less than 7 (seven) days, on the original selling price.

Please remember if you have instructed another agent to sell your property on a sole agency/sole selling rights basis, you may be liable to pay their fees as well as ours, please also remember that if a multiple agency arises you will be liable to pay a higher fee or you may be liable to pay another fee.