



*30 Dawes Road  
London SW6 7EN*

*Telephone: 0207 381 1818  
Mobile: 07831 821270  
Fax: 07876 857666*

Dear Sir/Madam,

Thank you for the instruction to sell your property.

We understand that the property is in your sole name. If this is not correct please enter where indicated .....the names(s) of the legal owner of the property. If the property is owned by a Company or Trust Fund, please send us a letter on the Trust Fund or Company letterhead instructing us to sell. In the case of joint owners, please ensure both parties sign this document, unless one owner has consent to sign on behalf of both. In the case of overseas Companies, when the Beneficial Owner is not the resident, a letter from a UK Solicitor undertaking to pay our fees will suffice.

We further understand that the property is Freehold/Leasehold (delete as appropriate) and that the Lease has ..... years unexpired. The Ground Rent is ..... per annum and the Service Charge is ..... per annum.

The price which you wish us to quote to potential purchasers is .....

We apologise for the formal tone of this letter, but it is to satisfy the requirements of the Property Misdescriptions Act 1992 and the Estate Agents Act 1979.

Please read this letter carefully and sign where indicated below to signal your acceptance of our Terms and Conditions. Print off two copies of the letter and sign them both, retaining one for your records and please send one to us by surface mail to 30 DAWES ROAD, LONDON SW6 7EN

You hereby grant us a Sole/Multiple/Joint Sole Agency (delete as appropriate) to sell your property whose postal address is

..... for a period of three/six months. You further agree that if we introduce a buyer to you who Completes a purchase of the property, you will pay to us a fee of 2% of the sale price achieved for a Sole Agency, 2.5% for a Multiple Agency or 3% for a Joint Sole Agency, unless expressly agreed otherwise in writing . You undertake to instruct your Solicitor to pay our fees from Completion Funds on the day of Completion, and , if necessary, to provide such additional letter confirming this from your Solicitor.

We reserve the right to advertise the property in National and International publications as well as on our Website. You may be asked for a fee to cover photography and floorplans and advertising, to be agreed separately. Any such fee will be refunded from our fees upon Completion. We undertake to market the property to the best of our abilities acting on your behalf as your selling agent, to maximise the sale price achievable for you. We further undertake to liaise between your Solicitor and the Solicitor for the purchaser, and any other parties such as Surveyors, Local Authorities, Interior Decorators as may be necessary to facilitate the transaction. Your liability to pay our fees will arise at Exchange of Contracts, but fees will not normally be collected until Completion.

We undertake to forward all offers to you in writing as soon as they are received by us. We ensure you of our best attention at all times and are always available to answer any queries or clarify any points by telephone.

We look forward to a quick and efficient sale of your property.

Yours faithfully,

*Garden Square Properties*

Your Name .....

Your Signature ..... Date .....