

Terms of Business

Client Contact Name:

Client Company:

Client Address:

Instruction: Office Search

Date:

We, Find A London Office LLP, registered partnership number OC322917, set out below our formal Terms of Engagement in order to comply with additional orders/regulations to the Estate Agents Act 1979 which came into force on 29th July 1991.

1. Basis of Instruction

In accordance with your instructions, Find A London Office LLP will act on your behalf in the search for and acquisition of property on the basis that you will be liable to pay a fee to us if at any time contracts are exchanged in relation to a property introduced to you by us.

2. Fees

In respect of the fee referred to above, our charges will be based on £1.00 per ft² acquired in addition to:

- 2.1** In the event of acquiring a new lease or underlease, 30% of the savings we are able to negotiate from quoting terms in the first year of the lease.
- 2.2** In the event of acquiring an assignment of an existing lease, 30% of savings we are able to negotiate from quoting terms in the first year following lease assignment, to include any reduction negotiated on the assignors quoted premium.
- 2.3** In the event of acquiring a freehold or long leasehold property, 0.9% of the finally agreed purchase price.
- 2.4** When we take a new job, we charge an initial £1,000.00 retainer, which is offset against the final success related fee.

Examples of savings would be by way of rent free period, rental reduction, price reduction and capital payments and contributions in favour of the tenant / purchaser.

In addition: VAT will be charged at the standard rate.

3. Payment of Accounts

Payment of accounts will be within 21 days of receipt of the account. For payments made after this date, the account will attract interest at 2% over base rate, calculated from the date the invoice was issued.

4. Related Interests

The Estate Agents Act 1979 requires that we ascertain if a client, client's associated company or members of staff are related, however remotely, to either ourselves or a member of our staff. Examples are parent, child or other close relative or business colleague, and we would be grateful, therefore, if you would advise us if such a relationship exists or if, in the future, you become aware of such a relationship.

Terms agreed by

Name:
Of:
Signature:
Date:

Please complete, then scan and email to hello@findalondonoffice.co.uk