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Dear

Thank you for giving us the opportunity to appraise your property for sale. Please find enclosed your Valuation Letter and Terms of Business.

Should you choose to market your property with United Homes, please can you indicate the services that you require by completing, signing, and returning page 6.

Please can you also let us have name and address identification and proof of ownership of the house (examples below).

* Name Identification (Driving Licence or Passport)
* Address Identification (Recent Utility Bill or Bank Statement)
* Proof of Property Ownership (Mortgage Statement or Title Deed)

We look forward to hearing from you soon.

Yours sincerely,

Dean Kenyon

Director

United Homes (Sheffield) Limited



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**Valuation**

Thank you for allowing United Homes to appraise your property for sale. We offer a unique service and marketing opportunity to sell your property.

**I would market the above Leasehold property in its current condition at**

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**Marketing Services**

**Our Marketing**

* We operate differently to other agents on the high street, priding ourselves on the innovative marketing experience we offer to potential purchasers of your property.
* We interact with potential purchases when they browse your property on our website through a live web chat service.
* We market your home to ensure it reaches the largest possible audience by advertising on major property portals such as Rightmove and our own website which attracts 4,000 users per month
* We offer premium listings on Rightmove and our website, floor plans, Energy Performance Certificates, full colour property particulars, distinctive ‘For Sale’ boards.

**Enhanced Marketing**

* Market Appraisal FREE
* Photography & Measure Up FREE
* For Sale Board FREE
* Sales Brochure FREE
* National Advertising via Rightmove FREE
* Website Advertising FREE
* Email Marketing FREE
* EPC (Energy Performance Certificate) £100 (payable on instruction)
* Premium Listing in Rightmove £100 (payable on instruction0 )
* Floor Plan £60 (payable on instruction)
* Offer of Premium Listing & Floorplan £150 (payable on instruction when purchased together)

**Our People**

* Our agents are passionate, committed and incentivised to achieve the best results for our vendors.
* Our people are multi skilled offering expert negotiation skills, local market expertise and financial advice all in one.
* Our people put you at the centre of the transaction offering flexible accompanied viewings at your discretion 6 days a week.

**Our Technology**

* We are constantly interacting with our extensive database of potential purchases via email alerts, text message and online web chat service.
* We keep you informed providing immediate feedback on all viewings and weekly online viewing statistics of your property.
* Our online login facility allows sellers to track the progress of their house sale, with details of viewings and offers.
* We offer automatic updates sent via email to match buyers when your property comes onto the market

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**Fees**

This agreement gives us the right of Sole or Multiple Agency in relation to the property for an initial loyalty period of 12 weeks. You will not during this period revoke our authority or consent to the disposal of the property to anyone not introduced by us. If you wish to terminate this agreement you must do so in writing 14 days prior to its end. Similarly, this agreement will continue beyond this initial period until it is ended by either party giving 14 days written notice.

**Value Service:**

**£995.00 Upfront for properties up to £150000**

**£1095 from £150001 - £200000**

**£1195 from £200001 - £250000**

**£1295 from £250001 - £300000**

**£1495 for properties £300001- £400000**

**£1695 above £400001**

This fee covers all National Advertising and advertising via our Website.

Please see appendix above indicating which of these services you require, these fees are paid in addition to the fixed fee above.

**SPECIAL OFFER – Half Fixed Fee / Plus Percentage**

**£495 upfront then 0.5% on completion.**

This fee covers all National Advertising and advertising on our Web site. Free Board. eg If we sold at £290000 then you would pay £1945

**Premium Service (Sole Agency)**

*(Commission payable on successful completion 1% of sale price) Minimum £1200*

Please see appendix at the end of this terms of business which will require our signature indicating which of these services you require, these fees are paid in addition to the 1% commission and will require payment up front to receive these enhanced marketing services.

We will provide you with a valuation, national advertising and all Accompanied viewings. For this service we will 1% of purchase price. If purchase price of £290000 then we will charge 1% of this which would be £2900.

This agreement gives us the right of Sole Agency in relation to the property for an initial loyalty period of **12** weeks. You will not during this period revoke our authority or consent to the disposal of the property to anyone not introduced by us. If you wish to terminate this agreement you must do so in writing **14 days prior** to its end. Similarly, this agreement will continue beyond this initial period until it is ended by either party giving 14 days written notice.

Administration fees are non-refundable

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**Premium Service (Multiple Agency)**

If we act as your Multiple Agent then you will be liable to pay commission to us, if at any time unconditional contracts for the sale of the property are exchanged with a buyer introduced by us or with whom we had discussions about the property during the period of this Agreement. This Agreement will continue until it is ended by either party giving 14 days written notice.

As Multiple Agents, our fee would be 1.5% which would be £4350 on a sale price of £290000.

This may arise for the sale of your property upon the completion of the sale.

**SHOULD A PROPERTY BE WITHDRAWN FROM THE MARKET WHEN PREMIUM SERVICE IS CHOSEN THEN AN ADMINISTRATION FEE OF £495.00 WILL BE CHARGED.**

**Options**

* **Floor Plans**

£60.00

* **EPC**

£100.00

* **Premium Listing in Rightmove**

£100.00

**\*\*\*£150.00 Special offer for both EPC & FLOORPLAN together\*\*\***

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**In This Agreement**

**Identification of Parties**

Words such as we, us, refer to United Homes; words such as you, your, refer to the Seller(s).

**United Homes**

United Homes are instructed to act as sole Agents for selling the above property under the terms of this Agreement, which commences from the date you sign. If you change our Agency arrangements from the type indicated above to another type (e.g. from Sole Agency to Multiple Agency) prior to the buyer being introduced, the appropriate rate quoted below for Sole or Multiple Agency will apply, depending on the type of agency in respect to which we have instructions.

**Sole Agency**

If we act as your Sole Agents then you will be liable to pay commission to us, if at any time unconditional contracts for the sale of the property are exchanged:

* With a Buyer introduced by us during the period of our Sole Agency or with whom we had negotiations about the property during that period:

OR

* With a Buyer introduced by any agent during that period of time.

It is understood and agreed that all negotiations relating to the sale of your property must be carried out through us.

**Unoccupied Property**

We cannot accept responsibility for the maintenance or repair of any property for sale or sold.

In the event of any account for commission or other charges properly payable in accordance with this agreement remaining unpaid for more than 14 days after the due date or the date of your account, whichever is the latter, we reserve the right to charge interest at the statutory rate in accordance with the Judgment Debt (Rate of Interest) Order 1993.

**Estate Agents Act 1979**

A requirement of the Act is to ask you to inform us if you or any person connected with you is associated with or works for any part of United Homes, in order that such connections are published so that all parties to any transactions are aware of possible conflicts of interest.

Also under the Estate Agents Act 1979 we need to make you aware we have financial services which may be offered to yourselves and/or any prospective purchasers and commission may be received from the lenders. We may offer other professional services including selling your purchaser’s property. We may, at any time, instruct other agents on a sub-agency basis.

We reserve the right, now or in the future, to refer to your property for advertising or marketing purposes.

**Money Laundering Statement**

I/We wish to confirm that I/We are the above named person(s) in the opening section of this document. Photographic and Address Identification has been provided to United Homes to support this statement.

I/We are the legal owners (or have official capacity to act for the legal owners of the property) to which we have the rights to sell this property. Documentary evidence has been provided to evidence this.

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**Service Selection & Declaration**

**Vendor(s) Address: 12 Riber Close, Stannington, Sheffield S6 6FS**

**Property Address:**

**Service**

Please indicate your preferred service;

Value Service – From £995

Special Offer £495 + 0.5%

Premium Service (Sole Agency)

Premium (Multiple Agency)

**Enhanced Marketing**

Please indicate your preferred marketing products; Yes No

Premium Listing on Rightmove £100

EPC (Energy Performance Certificate) £100

Floor Plans £60

EPC & Floorplan Offer £150

The above charges are payable upfront and are non-refundable.

**Declaration**

Please note that by signing this Agreement, you shall personally, and where you have signed on behalf of another, jointly and severally is liable for our commission. By signing this agreement you agree for the appointed solicitor to pay our fees directly to our bank account on the day of completion.

By signing this agreement you agree to our terms of business.

I / We have read and understood the above and hereby appoint United Homes to act as Agents for the sale of the property in accordance with this Agreement.

**Signed for and on behalf of the seller(s)**

sigboxsigbox

Name: Name:

sigboxsigbox

Signed: Signed:

sigboxsigbox

Date: Date:

**Signed for and on behalf of the Agent**

sigbox

Name:

sigbox

Signed:

sigboxDate:

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**Documentation Required**

Photographic Identification (Life 1)

Address Identification

Photographic Identification (Life 2)

Address Identification

EPC Provided

EPC required (7 day deadline)

\*\*\*Enhanced Marketing Services Appendix attached for signature\*\*\*