



RESIDENTIAL LETTING & PROPERTY MANAGEMENT
TERMS & CONDITIONS

PROPERTY FULL ADDRESS \_\_\_\_\_ ('the Property')

Next Move would like to thank you for instructing us to act on your behalf in securing a tenant to occupy the above property and accordingly confirm our terms and conditions as detailed on the following pages. Please sign where indicated to accept these terms, retaining one copy and returning one to Next Move, upon receipt of which we will immediately include the Property on our register and website and circulate details to our corporate and private tenants.

- Letting Only 12% [ ] Rent Collection 15% [ ] Full management 18% [ ] Sole Agency [ ]
Renewal Fee 12% [ ] Renewal Fee 15% [ ] Renewal Fee 18% [ ] Sole Agency [ ]

Next Move fees are set out above are inclusive of VAT. The prevailing rate is currently 20%.

You are reminded to read the terms of business very carefully.

Under the Terms and Conditions below, you will be liable to pay Next Move's commission fees for the initial period of the tenancy AND ALSO in respect of any renewals, extensions, hold-overs and/or new agreements which come after the initial period.

Fees are payable to Next Move whether or not the tenancy is finalised by Next Move.

Administration and contract fee;

Studio / 1 Bedroom property - £150 INC VAT. 2 bedroom property - £200 INC VAT. 3 bedroom property - £250 INC VAT. 4 bedroom property - £300 INC VAT. 5 bedroom property or more - £350 INC VAT.

Tenant reference fees;

A reference fee of £36 INC VAT will be charged per tenant, if a tenant requires a financial guarantor, a fee of £24 INC VAT per guarantor will be charged, this will be due on demand once tenant(s) place a holding deposit.

Name: I/We \_\_\_\_\_

(Full names must be supplied. If the Property is jointly owned please state the names of all owners. If the Property is corporately owned the company's full name and registered address must appear on this form signed by an authorised signatory.)

Correspondence Address: \_\_\_\_\_

Day Tel: \_\_\_\_\_ Day Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Home Tel: \_\_\_\_\_ Home Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Bank Details

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Address: \_\_\_\_\_

Acc. Name \_\_\_\_\_ Account No \_\_\_\_\_ Sort Code \_\_\_\_\_

I/We declare that I am/we are the sole/joint owner(s) of the freehold/leasehold property as printed above and that I/we have consent from any mortgagee, freeholder or superior leaseholder that the property may be let. Next Move will not accept any responsibility regarding any proceedings brought against the Landlord(s). I/we warrant that all the furniture and upholstered items, soft furnishings, beds, mattresses, pillows and cushions (if any) supplied to the Property comply (if appropriate) with the provisions of the Furniture and Furnishing (Fire) (Safety) (Amendment) Regulations 1993 and warrant that the Property complies with the Gas Safety (Installation and Use) Regulations 1994 (as amended) and the Electrical Equipment (Safety) Regulations 1994.

I/We confirm that there are no major repairs, construction or maintenance works; any planning or other fact or condition of which I/we are aware due to be carried out to the Property, adjoining property or the building of which the Property forms part, which may affect the letting of the Property except as noted below:

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I/we have read, and understood the terms and conditions as continued below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Request to begin marketing the Property and providing all other services as set out in this Agreement during the cancellation period.

If you are entitled to a fourteen day cooling off period, we will not begin performance of the service unless you have requested that we do so in writing.

You may request us to do so by signing below.

I/We hereby give notice that I/we are aware of our right to cancel and I/we request that you begin to market the Property and all other services set out in this Agreement immediately. I am aware that I/we will be liable to pay for the work that is completed on a proportionate basis even if I/we go on to exercise our right to cancel.

Ordered on:

Name(s):

Address(s):

Signature(s):

Date:

## Terms & Conditions

Next Move reserves the right to instruct or act with sub-agents to aid with the letting of the Property.

### Letting Service – 12% INC VAT

In the event of Next Move introducing a tenant who goes on to sign an agreement to rent the Property, commission will become due and payable by you on or before the commencement of the tenancy and upon any extension(s) or renewal(s) thereof, whether or not negotiated by Next Move. The commission is calculated as a percentage of the total rental value for the term of the tenancy agreement.

Any sums due to Next Move shall be deducted from monies received and held by Next Move.

### Short Lettings Service – 18% INC VAT

Where the term of the letting is for a period of three (3) months or less, an enhanced commission fee of 18% is payable to Next Move.

All commission fees are subject to a minimum fee of £1200 including VAT for a letting only service (unless agreed otherwise). If the tenant operates a break clause within the tenancy to end the tenancy before the end of the fixed term, Next Move will refund the commission paid on a pro-rata basis, subject to a minimum period of 6 months providing the Property is re-let by Next Move. Should you sell the Property or allow the tenant to terminate without due cause, then no refund will be issued.

### The Letting Service / Short Lettings Service includes:

- 1 Accompanying prospective tenants for viewings and arranging references and credit checks through an independent referencing company. In signing the tenancy agreement, or authorising Next Move to do so, you will be deemed to have seen and accepted any references obtained by Next Move on your behalf. Next Move commission does not include any charges for company searches.
- 2 Notifying the existing service providers for the telephone, council tax, gas, electricity and water (if required) at the commencement of the tenancy of the tenant's liability for payment of the services. The utility companies should send the relevant forms to the tenant to complete and sign. Please note that a deposit may be required by the utility companies if a supply has been disconnected and this must usually be paid prior to any re-connection of services). Next Move cannot be held liable if services are disconnected or not transferred by the utility companies.
- 3 Arranging the preparation of the inventory for the Property and check-in of the tenant. The cost of preparing an inventory or updating an old one will be borne by you. If you do not forward a copy of any existing inventory to Next Move, Next Move will automatically instruct a new inventory to be prepared on your behalf by an independent inventory company, unless you provide Next Move with clear written instructions to the contrary. If an inventory already exists Next Move reserve the right to update and re-type the document if necessary. It is the usual practice for you to meet the cost of both the inventory and the check-in at the start of the tenancy and for the tenant to pay for the check-out. Charges do vary depending on the size of the Property but approximate costs can be given on request. Whilst care will be taken in giving instructions to independent inventory clerks, Next Move accept no liability for any error or omission on their part.
- 4 Unless Next Move are instructed otherwise, a Next Move tenancy agreement will be used in respect of all lettings. Should you choose to instruct your own solicitors to prepare the tenancy agreement, you will be responsible for all resulting fees. Any amendments made to Next Move's standard tenancy agreement may result in a charge of up to £60 including VAT.
- 5 The tenant will be responsible for the payment of the council tax or any replacement charge introduced in respect of the Property during the tenancy. However, in the event of the Property being vacant, you will be liable to pay any local tax levied. At the commencement of the tenancy Next Move will provide the local authority with details of individuals who will be resident at the Property.

### Rent Collection – 15% INC VAT or Short Rent Collection – 21% INC VAT

If Next Move is instructed to invoice and collect rent in accordance with the terms of the tenancy agreement, commission will be increased to 15% INC VAT, or 21% INC VAT if the initial term of the tenancy is three (3) months or less, of the total rental value for the fixed term of the tenancy agreed. The commission due will be deducted in advance from rental payments received from the tenant, and on the same terms as detailed in the Next Move Lettings Service.

In the event that rent is not received from the tenant, the commission due to Next Move as set out in this Agreement will continue to be due from you in full. Next Move will endeavour to notify you at the earliest possible opportunity and offer advice as to late or non-payment of rent. Although Next Move cannot give legal advice, we will refer you to a solicitor if required.

Next Move shall use reasonable endeavours to transfer rent received, less commission and other charges due to Next Move, to the landlord's bank account within fourteen (14) working days of receipt of cleared funds from the tenant. .

## Overseas Landlords – Finance Act 1995

Under the provisions of the Taxation of Income from Land (Non-Residents) Regulations 1995 (Finance Act 1995) for all periods in which a landlord is considered non-resident for tax purposes, he still has to pay United Kingdom income tax arising from all income received in this country, including all rents. Unless exemption is received from HM Revenue and Customs entitling the landlord to account for tax himself under the self-assessment regime, Next Move (or the tenant if Next Move is not collecting the rent) will be obliged by law to deduct tax at the base rate from the rent before paying it over to the landlord. If Next Move does this, we will account to HM Revenue and Customs for these monies on a quarterly basis. Landlords are responsible for obtaining their own "Exemption" and should note that any "Exemption" received is not transferable. It should be noted that no interest is paid to landlords on tax retentions held by Next Move.

### Full Management – 18% INC VAT or Short Full Management – 24% INC VAT

In addition to letting, when instructed under the Full Management Service, Next Move will provide a comprehensive management service for the Property. The commission is based on 18% INC VAT, or 24% INC VAT if the initial term of the tenancy is three (3) months or less, of the rental value and is payable in advance for the duration of the tenancy. Next Move's appointment to manage is subject to three months' written notice to cease management by either side. Where possible three weeks' written notice of your instruction should be given to Next Move if you decide to take up this service after signing this Agreement, whether this is before or during a tenancy.

### The Full Management / Short Full Management service includes:

- 1 Where instructed and subject to sufficient funds being held paying ground rents, service charges, standard council tax, water rates and any regular outgoings for the Property out of the rental income as and when received. Although Next Move try to query any obvious discrepancies, it must be understood that we are entitled to accept and pay, without question, demands and accounts that we believe to be in order. In particular, we do not accept responsibility for the adequacy of any insurance cover or for the verification of service/maintenance charges where applicable.
- 2 Attending to the day to day minor repairs and maintenance of the Property and any contents belonging to you. You are required to provide Next Move with a float of £250 (subject to variation depending on the size of the Property and on any bills which may be due) at the commencement of the tenancy and to maintain this at the same level during the tenancy to enable Next Move to meet any expenditure prior to the next rent collection. Next Move will not pay any outgoings in excess of the available funds. Next Move will obtain estimates for your consideration for all major repairs or maintenance over £250 and submit them for approval prior to the commencement of the works, except in the case of an emergency. All works or maintenance below £250 may be authorised and paid for by Next Move without your prior consent, however, prior approval will be obtained where possible.
- 3 Purchasing items for the Property if you specifically instruct us to do so in writing and agree to pay an additional charge of £60 per hour plus VAT for all time spent by Next Move in doing so.
- 4 Liaising where necessary with your accountants, solicitors, superior landlords, managing agents, mortgagees and insurance companies (if possible).
- 5 Where possible, arranging insurance cover (where necessary) and payment of any premiums from the rent received upon receipt of your written instructions to do so. Next Move will submit and negotiate insurance claims where necessary and charge an administration fee of 12% INC VAT of the total of any claim in excess of £100. Landlords must be aware that Next Move are not authorised by the financial conduct authority and may not be able to deal with insurance claims on their behalf
- 6 If requested at the end of the tenancy notifying the service companies and requesting transfer of the responsibility for the service accounts to you. Next Move will pay the bills from monies held on your behalf until the Property is re-let. Next Move cannot be held liable should the service companies cut off the service or do not transfer the accounts.
- 7 Finalising and arranging the inventory check out before the deposit is refunded to the tenant within the terms of the deposit protection service and preparing the Property for a new let or your return to the Property.

### Unoccupied Property Management

Subject to your payment of Next Move's additional charges of £60.00 including VAT per property per calendar month, Next Move will continue to manage the Property during any void period (which we will endeavour to minimise). Next Move cannot be held liable for any damage caused by fire, flood or theft.

Should you require supplies to be turned off or disconnected during a void period, Next Move must receive formal notification in writing to this effect and this will be arranged, subject to your payment of our costs incurred at the hourly rate of £36 per hour

including VAT. You are also advised to inform your insurance company should the Property be empty for longer than the period of time specified in the insurance policy.

## Renewals

By signing this Agreement you acknowledge that if a tenancy is renewed or continues as a periodic tenancy, Next Move will be entitled to commission as above in relation to that renewal or continuation whether or not Next Move negotiates on your behalf.

If Next Move is not managing the Property, service of notice will be subject to an additional charge of £60 including VAT.

When a tenancy is renewed or continues, the deposit must continue to be protected with prescribed information being served again on the tenant within the statutory time limit, which is currently 30 days. If you negotiate any renewal directly with the tenant, Next Move will not continue to protect the deposit or ensure compliance with the scheme rules, unless you specifically ask Next Move to do so. It will be your responsibility to ensure that the deposit remains protected and the prescribed information served within the statutory time limit.

## TENANT(S) DEPOSITS

Next Move will obtain a deposit from the tenant(s) as security for any unpaid rent or bills, dilapidation's and any other costs or losses incurred as a result of any breach by the tenant of the terms of the tenancy agreement for which the tenant is liable.

If the tenancy is an Assured Shorthold Tenancy ("AST") the deposit must, from the moment it is received, be dealt with in accordance with a government approved tenancy deposit protection scheme. The tenant and any relevant person must be given prescribed information about the deposit and comply with the initial requirements of the scheme within the statutory time limit (currently 30 days).

If Next Move receive an AST deposit on your behalf and will serve the prescribed information unless you give written instructions to the contrary before the deposit is paid. If you do not want Next Move to protect the deposit, it will be your responsibility to receive the deposit directly from the tenant and protect it as required by law. A valid notice under Section 21 of the Housing Act 1988 cannot be served on the tenant if the deposit is not properly protected. **A tenant and/or any relevant person may also apply through the Courts for compensation of at least the amount of the deposit and up to three times the deposit** if the prescribed information is not given within the statutory time limit or the deposit is not protected within the statutory time limit.

Next Move will provide you and the tenant with details of the scheme that the deposit is held in if Next Move protect the deposit. Thereafter, the deposit will be held as stakeholder meaning that no deductions can be made from the deposit until Next Move has a written agreement from both you and the tenant, a court order requiring the release of the deposit or an adjudication decision.

All properties which are not managed or managed by Next Move Will be charged at £72 including VAT payable by you for administration.

## HOMES FOR RENT REQUIRE ENERGY PERFORMANCE CERTIFICATES

By signing this Agreement, you acknowledge that you are required to provide all prospective tenants with an EPC when providing written particulars for the Property, when a viewing takes place, or before entering into a tenancy agreement, whichever is the earliest event. Certificates will be the same as for sales, and can only be produced by accredited Domestic Energy Assessors or Home Inspectors.

As well as rating the current energy efficiency of a dwelling, E.P.C's identify a range of recommendations for reducing its energy costs - including:

- lower cost measures, such as low energy lighting;
- higher cost but still cost-effective measures, such as energy-efficient boilers;
- and further measures to achieve even higher standards, such as photovoltaic panels.

Landlords do not need to implement these recommendations, but need to be aware that tenants have been informed of them, and may want to prepare a response to possible queries. They may also wish to investigate the grants now available to help pay for such works.

Rental E.P.C's will be valid for ten years, so can be re-used if a dwelling is let again during that time. A new certificate may be worthwhile, however, after major energy improvements, such as implementing the more substantial E.P.C. recommendations.

## Avoid penalties of up to £4,000 of beaches of the new MEES.

### (Minimum Energy Efficiency Standards)

From April 2018, it will be illegal to issue a new lease (even to existing tenants) on a domestic property with an EPC rating below E. If the current EPC rating is below E, you must make plans to improve the energy efficiency of the properties. These works must be implemented in order for you to grant a new lease on the property. You must also be aware that the new MEES will apply to all tenancies (even those with existing tenants) from April 2020.

To help landlords, the Department for Business Energy and Industrial Strategy has issued guidance documents on compliance with the MEES, in accordance with the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.

Rental EPCs will be valid for ten years, so can be re-used if a dwelling is let again during that time provided the results are still valid.

#### Notes for Landlords

- 1 You must obtain consent to let the Property from your mortgagee, head lessor, insurance company and all the other joint owners if the Property is jointly owned. If instructed Next Move will apply for such consents on your behalf subject to your payment of our additional fee of £36 including VAT per application, which will be payable in addition to any charges made by the third party for their consent.
- 2 If instructed to fully manage the Property, Next Move will require you to supply one set of keys for each tenant and an additional set for Next Move for management purposes. Where this is not done, Next Move will have keys cut at the landlord's expense. Next Move cannot be held liable for any lost or unaccounted keys, unless it is due to our negligence or breach of contract. Should such a situation arise, the locks should be changed before a tenancy commences.
- 3 In cases where the Property is not under Next Move's full management service, a fee will be charged for any additional work undertaken. The minimum fee being £36 per hour including VAT.
- 4 If the Property is sold, transferred or otherwise dealt with, with the benefit of the tenancy, Next Move's fees remain your responsibility for the duration of the tenancy and for any extensions, renewals or periods of holding over thereof, irrespective of whether negotiations were carried out by Next Move.
- 5 Next Move reserve the right to change the schedule of fees and terms of business with prior written notice.
- 6 Next Move will carry out the above services with reasonable care and skill. However, Next Move are unable to guarantee the suitability of tenants, timely rental payments or vacant possession at the end of the tenancy and accordingly do not accept liability should these or other such problems arise, unless due to our negligence or breach of contract.
- 7 Next Move are NOT responsible for any legal steps for the recovery of rent and/or possession of the Property. Appearances before any Court or Tribunal will be by special arrangement and subject to a fee of £300 including VAT per day or part thereof per Next Move employee. Next Move will not accept service of legal proceedings on your behalf.
- 8 By signing this Agreement, you agree to indemnify Next Move against any costs, expenses or liabilities incurred or imposed, unless such cost or expense is incurred due to Next Move's negligence or breach of contract.
- 9 In the event of Next Move being unable to contact you, all documents and/or correspondence and/or notices required or desired to be sent by Next Move may be sent to you at: 63- 65 Stoke Newington Church Street, London N16 0AR
- 10 The Courts of England & Wales shall have exclusive jurisdiction to hear and determine any dispute in respect of this Agreement.

#### General Conditions

- 1 By signing this Agreement, you authorise Next Move to erect an agency board at the Property in compliance with Local Authority Rules and Regulations.
- 2 You may terminate this Agreement in writing no later than seven days before the commencement of the Tenancy Agreement. A charge of £600 including VAT is payable upon cancellation if you accept references and agree a letting before cancelling. After this timeframe, you may terminate Next Move's management of the Property by giving no less than three (3) months' written notice. If you do this, Next Move's commission will revert to the lettings service percentage as set out above for the remainder of the tenancy together with any extension of continuation of that tenancy.

- 3 Next Move may terminate this Agreement if you are in major breach of any of the terms set out in this Agreement or if you do something or omit to do something which makes it impossible, impracticable or illegal for Next Move to continue to perform the service set out in this Agreement or if you ask us to carry out any form of unlawful discrimination.
- 4 Charges for checking-in and checking-out, preparation of inventories, gas and electrical inspections, Energy Performance Certificates are separate to the commission set out in this Agreement and will be subject to an additional charge.
- 5 Whilst the Property is unoccupied, you will be responsible for all matters relating to the Property, unless you instruct Next Move under our unoccupied property service.
- 6 Next Move reserve the right to instruct professional cleaners at your expense should the Property be deemed not to have been cleaned to a professional standard prior to the tenants' occupation. All machine, appliances and heating/water systems should be in excellent working order.

### **Interest**

Next Move's fees become payable on demand, as and when they fall due. Next Move reserve the right to charge interest on any amounts still outstanding twenty eight (28) days after the date on which they are first demanded. The prescribed rate of interest shall be 4% over the Bank of England Base Rate per annum and shall be due from the date on which payment was due until the date of payment at a daily rate.

### **Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations**

1. By signing this Agreement, you confirm that all furniture presently in the Property or to be included in the Property complies in all respects with the Regulations. You give Next Move authority to remove any item that does not have a fire label attached to it and cannot be proven to comply with the Regulations.
2. By signing this Agreement, you undertake to provide written evidence to Next Move following the purchase of any new item of furniture hereafter that the same complies with the Regulations.
3. By signing this Agreement, you undertake to keep Next Move fully and effectively indemnified in respect of any claim, demand, liability, cost, expense or prosecution which may arise by reason of your failure to comply fully with the terms of these Regulations including any subsequent amendments thereto or replacement Regulations.
4. Upon receipt of your written request Next Move will carry out an inspection of the Property to ascertain whether the furnishings and furniture comply with the above regulations for a fee of £54 including VAT.

### **The Gas Safety (Installation & Use) Regulations 1998**

By signing this Agreement, you acknowledge that you are fully responsible for making sure that gas installations and appliances (if any) are maintained in good order and checked for safety at least every 12 months by a Gas Safe Registered Engineer. The landlord is required to provide the tenant with a copy of the Gas Safety Certificate at the start of the tenancy and annually thereafter. If Next Move are not provided with a valid certificate prior to the commencement of the tenancy we reserve the right to have a Gas Safety Check carried out at the landlord's expense.

Next Move recommends that carbon monoxide detectors are fitting in all properties.

### **The Electrical Equipment (Safety) Regulations 1994**

These Regulations require that all landlords supplying electrical equipment must ensure that they are safe and will not cause danger. If requested in writing Next Move will instruct a contractor to carry out an electrical check at your expense. By signing this Agreement, you agree to keep Next Move fully and effectively indemnified in respect of any claim, demand, liability, cost, expense or prosecution which may arise by reason of any failure to comply fully with these Regulations including any subsequent amendments thereto or replacement Regulations.

### **Part P Building Regulations**

Only qualified personnel should carry out certain electrical work at the Property.

## Smoke Alarms

Building Regulations require all properties built after June 1993 to have a mains fitted smoke alarm fitted with battery backup. Other types of properties do not require smoke alarms by law but Next Move strongly recommend them to ensure the safety of the tenant. If battery operated alarms are fitted, you must ensure that they are in working order at the start of any tenancy.

## Legionnaire's Disease

In order to comply with the Health and Safety Executive's Code of Practice, you are strongly advised to carry out a risk assessment at the Property prior to letting – especially if there are open water tanks, cooling systems or swimming pools. You should provide Next Move with a copy of any written risk assessment that you obtain. By signing this Agreement, you confirm that you have considered all risks relating to legionella.

## Housing Act 2004

Many properties will need a licence before they can be let. By signing this Agreement, you accept that it is your responsibility to determine whether the Property/tenancy requires a licence and, if so, to obtain that licence.

All properties must comply with the Housing Health and Safety Ratings System, which is a statutory means of measuring hazards and risk of injury at properties. The responsibility for ensuring the Property is safe and free from hazard is yours.

## Service Information

We trade as a Limited Company registered at Companies House (registration number: 05684325).

Our address is: 63- 65 Stoke Newington Church Street, London N16 0AR

Our telephone number is: 020 7226 5050

Our VAT number is: 882208420

We are members of the redress and compensation scheme operated by The Property Ombudsman ([www.tpos.co.uk](http://www.tpos.co.uk)).

## Complaints Handling Policy

Next Move aims to provide the highest standards of service to all landlords and tenants. If you feel that we have fallen below this high standard, please set out your complaint in writing to Mr. Abdul Azad, Director. Your complaint will be acknowledged within three (3) working days, investigated thoroughly in accordance with established "in-house" procedures and a reply sent to the complainant within fifteen (15) working days of receipt of the letter.

If you remain dissatisfied, you may escalate your complaint in writing to Mr. Lawrence Albonico who will undertake a detached review and provide you with confirmation of Next Move's final position within a further fifteen (15) working days. This letter will provide details as to how you can refer your complaint to the Property Ombudsman for up to six (6) months for arbitration.

## Third Parties

The Contract (Rights of Third Parties) Act 1999 does not apply to this Agreement.

## GDPR

Personal information you have provided to us will be processed in accordance with our privacy policy, a copy of which can be found on our website at [www.nextmove.com](http://www.nextmove.com)

Alternatively, a paper version can be made available upon request.

## Interest and Commissions

Any interest accrued on monies that Next Move hold on your behalf will be retained by Next Move to cover bank and administrative charges. Any commission earned by Next Move when acting on your behalf will be retained to cover costs.

## The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 – Notice of the Right to Cancel

If you sign this Agreement away from the Next Move office, you have the right to cancel it within 14 days from the date of signing without giving any reason. To exercise this statutory right, you must inform Next Move by post, email or fax. You may use the cancellation form attached to this Agreement but it is not obligatory to do so.

To meet the cancellation deadline, it is sufficient for you to send your written cancellation confirmation at any time before the cancellation period expires. Next Move will not be entitled to charge you for any work completed up until the date that you cancel this Agreement in accordance with this clause, unless you request that Next Move begin marketing the Property during this



period in writing and accept that you will be liable for costs for this period. You may request this by signing the box on the signature page of this Agreement.

### Cancellation Form

If you decide to cancel this Agreement during the cancellation period you must do so in writing by carrying out one of the actions below:

1. Complete and return the attached Cancellation Notice by delivering, or by sending it by first class post, or by electronic mail to:

**Next Move**

**Address:** 63- 65 Stoke Newington Church Street, London N16 0AR

**Email:**

**Fax:**

at any time within the Cancellation Period;

or

2. Provide the same details in writing to

**Next Move**

**Address:** 63- 65 Stoke Newington Church Street, London N16 0AR

**Email:**

**Fax:**

at any time within the Cancellation Period

Your Cancellation Notice takes effect as soon as it is posted or sent.

If you would like to know more about your rights you can contact your local Trading Standards Department, or your nearest Citizens' Advice Bureau.

### Acceptance of our Terms & Conditions

I/We have read and agree to the above terms and conditions. I/We understand and accept that my/our personal data will be used for the benefit of my/our tenancy. My/Our data will only be used in accordance with GDPR regulations for our privacy policy, please refer to our website [www.nextmove.com](http://www.nextmove.com)

### Complete, detach and return this form ONLY IF YOU WISH TO CANCEL THE AGREEMENT

To: Next Move 63- 65 Stoke Newington Church Street, London N16 0AR

I/We hereby give notice that I/We cancel my/our contract for the service as set out in these terms of business.

Ordered on:

Name(s)

Address

Signature(s)

Date.