



## TERMS OF BUSINESS FOR THE SALE OF RESIDENTIAL PROPERTY

We are required by the Estate Agents Act 1979 to advise you of the information below prior to receiving or confirming your instruction.

SW19 Estate Agents operate transparent fee options highlighted below. Should you wish for a bespoke structure such as a staggered commission rate then please contact our team to discuss.

### **Sole agency – 1.75% + VAT**

This service is when you instruct SW19 Estate Agents (SW19) to the exclusion of all others. You will become liable to pay our fees if at any time unconditional contracts for the sale of a property are exchanged with a purchaser introduced by SW19, or by another agent or by any other person, including yourself; during the period of our sole agency, or with whom we had negotiations with about your property.

### **Multiple agency - 3% + VAT**

This service is when you instruct SW19 in addition to one or more other estate agent/s. You will become liable to pay our fees if at any time unconditional contracts for the sale of a property are exchanged with a purchaser introduced by SW19, or with whom we had negotiations with about your property.

### **Over asking price incentive/sealed bids**

Once the asking price is set and the property is listed our team always strive to, not only get the absolute maximum price possible, but to raise the bar further. SW19's strict sales training and approach has helped many clients achieve over the asking price. This is normally achieved by getting several buyers into a negotiation position, where offers are placed into sealed bids. Should your property enter a sealed bid scenario or enter negotiations that exceed the asking price, our fees are £200 per £1000 over the asking price achieved, this will be added to you commission rate as set out within this document.

### **Online only service with local office exposure £1900 + VAT**

This service is when you instruct SW19 to market your property on our online portals and feature as a window display within your chosen local office. SW19 will arrange the photos, the floorplan, and the marketing brochure. Accompanied viewings are chargeable service at the rate of £50 + VAT per two-hour slot. Fees are payable in advance and are non-refundable. If at any time you upgrade to our sole agency service, the £1900 + VAT paid for the online service will be deducted from your final invoice upon successful completion.

### **Sales progression and administration**

At SW19 we have a dedicated Sales Progression Manager who will manage the transaction from point of sale through to completion. This includes liaising with all connected parties such as surveyors, solicitors, managing agents, mortgage brokers and other agents to ensure a smooth and time efficient transaction. *For our online only service, the above is chargeable at 0.6% + VAT of the agreed sale price if requested.*

### **Bespoke services:**

Some properties require a different marketing structure. Should you wish to discuss your individual requirements then please contact us to create a tailored package for you and your next property move.

SW19 can also assist with the purchase of your ongoing property wherever that maybe in the UK. Once a suitable property is found contact the SW19 team to discuss a negotiation strategy. Price available upon request.

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SW19 Estate Agents Ltd. Is registered in England & Wales No. 05508737 Registered Office: 83b Hartfield Crescent London SW19 3RZ

'It's all in the postcode..'



**Liability to pay our commission.**

For the avoidance of any doubt, the phrase introduced by SW19; where used in these terms; shall refer to:

i) any person or entity who has become aware of the relevant property because of any action taken by us, whether directly or indirectly. Such actions may include, without limitation:

- the erection of any sign board.
- the preparation or distribution of particulars.
- the publication of information about the property in any newspaper, on the internet (whether on our website or through any other website or portal and whether such site or portal is associated with our site or company or not) or in or through any other medium; and/or
- any communications or correspondence (oral, written, or electronic between any person representing us or instructed by us and any other person or entity).

ii) any person or entity with whom we have had negotiations or discussions about the property. even if such awareness or negotiations or discussions did not cause the exchange of contracts or purchase.

**Professional Photographs.**

Our professional photographs are included within our fee, however, if you withdraw your property from SW19, this is chargeable at £225 + VAT upon which you will have full personal use of our photographs. The photographs will then be sent to you in a digital format.

**Energy performance certificate (EPC).**

It is a legal requirement to have an energy performance certificate in place prior to listing your property for sale. When SW19 has organised the EPC for your property the charge is £150 including VAT. This is payable upon instruction but is deferred until completion or prior to any notice being given.

**Sundries**

SW19 can organise external services, such as key cutting, couriers, removal companies, surveyors, or tradesmen. All invoices will be added to your final statement. This is payable upon instruction but is deferred until completion or prior to any notice being given.

**No fixed contract**

**Should either party wish to terminate the contract at any time with SW19 then twenty one days' notice is required in writing. Notice will only commence once; outstanding invoices have been settled as cleared funds.**

**Disclosure of interest.**

Should you already be in negotiations with someone in connection with your property please inform us immediately. Once any marketing has commenced all interest will be treated as an introduction by Estate Agents Ltd.

**Disclosure of interest, when appointing SW19, after using another Estate agent previously:**

Prior to launching your property, we will require full names of any introductions during your previous estate agent's instruction. Once any marketing has commenced all interest will be treated as our introduction, unless clearly stated.

**To Instruct SW19 we will send this document using our E-signature document exchange system, upon your formal instruction.**