



Estate Agency Agreement Form



RESIDENTIAL ESTATE AGENCY FORM



Claremont House, 130 East Claremont Street, Edinburgh, EH7 4LB
Telephone: 0131 524 9797 **Fax:** 0131 524 9799 **Website:** www.mcewanfraserlegal.co.uk

Property Surveyor **Ben Stewart Clark**

Introducer: Date of Entry:

Property Details

Flat/House Number or Name: **19** Postcode: **EH4 6EQ**
 Street: **Barnton Grove** Area: **Barnton**
 Town/City: **Edinburgh** Region:
 Type of Property: **Semi Detached** Bedrooms: **4**
 Estimated HR Value: **£675k** Asking Price (if applicable) **£**.....
 Please specify the main point of contact for all matters regarding the sale: **Billy Singh**
Reason for Sale:

Tenant Details (If applicable)

Name: Name:
 Email: Email:
 Phone: Phone:

Agent Change (If applicable)

Existing HR Value: Date: HR Refresh Yes No
 Selling Price Agreed:
 Previous Agent:
 Time on Market: Years Months
 Currently on Market with Previous Agent? Yes No


Mortgage / Secure Loan Details

Mortgage
 Current Lender: **Royal Bank of Scotland**
 Account Number: **29916199**
 Amount Outstanding: **£70,000.00** Estimated Precise

Secured Loan
 Current Lender: (1) **Swift advances** Current Lender: (2)
 Account Number: (1) **S1746/46044** Account Number: (2)
 Amount Outstanding: **£30,000.00** Estimated Precise Amount Outstanding: Estimated Precise

Source of Business

Website Viewing PX Existing Client Self-Gen Other
 Developer/Broker Rightmove Zoopla ESPC Social Media Referral Source

Client 1 Signature:  Client 2 Signature:
(I have read and understand this agreement) *(I have read and understand this agreement)*
 Print Name: **Harbagan Singh** Print Name:
 Date: **12/11/2024 | 10:58 AM GMT** Date:

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Client Details 1

Mr Mrs Miss Ms Dr

Your Full Name: **Harbagan Singh**

Company or Trust Name (if signing as a director or trustee): **None**

Your DOB: **None**

Your National Insurance Number:

Your Email: **billy302tonic@hotmail.co.uk**

Your Mobile: **07872834677**

Your Home:

Your Work:

Your Correspondence Address (If different to subject property):

Occupation: **Retail manager**

Name of Employer: **Valletti Ltd**

Are you named on the Property Title? Yes No

Do you have Power of Attorney over a named owner(s)? Yes No

If so, full name of owner(s)

Do you have Guardianship over a named owner(s)? Yes No

If so, full name of owner(s)

Are you acting as an Executor for a named owner(s)? Yes No

If so, full name of owner(s)

Do you have a copy of the Will(s)? Yes No

Have you formally sought confirmation through the court? Yes No

Acting Solicitor for Estate (If applicable)

I would be happy to be contacted by telephone between the hours of **9am** to **9pm** (operational working hours from 8:00 until 00:00)

I agree to MFL holding my personal contact details and to allow them to share information with me on any products or services, or specialist advice from third parties where MFL believe there is a legitimate interest. Yes No

Contact Preferences (In addition to the main point of contact)

I would like a welcome call as well as the main point of contact Non applicable (for main POC) Yes No

I would like called with relevant updates as well as the main point of contact Non applicable (for main POC) Yes No

I would like emailed relevant updates as well as the main point of contact Non applicable (for main POC) Yes No

Social Media (Optional)

Your profile will **NOT** be visible to our followers nor will we follow you on Instagram. Our marketing team only require your Instagram handle to privately tag you any potential Instagram posts or stories on your property.

Instagram Handle @

Signed by:

Client Signature: F5A7F49723D74B3...

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Bank Account Details

Client Bank Account Details / Cyber Security (account for sales proceeds to be paid into)

Title **Mrs**

First Name **Harbagan**

Surname **Singh**

Name of Bank **Bank of Scotland**

Branch **PO Box 17235 Edinburgh EH11 1YH**

Sort Code **80-46-35**

Account No. **02316275**

IBAN No (if applicable)

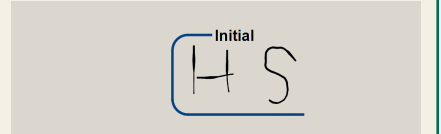
Any change to your own bank details or contact numbers may delay your transaction and any free proceeds from your sale may have to be sent by cheque rather than bank transfer. Amicus will be used to authenticate any changes to your bank account details.

Please ensure **ALL** bank details and contact numbers are the correct details which will be used throughout the transaction.

McEwan Fraser Legal Bank Details

Name of Bank	Account Name	Branch	Sort Code	Account No
Clydesdale Bank	McEwan Fraser Legal	George Street Edinburgh	8 2 6 2 2 7	9 0 0 7 4 4 9 8


I confirm and acknowledge these bank details



McEwan Fraser Legal Bank Account Details

Please note that McEwan Fraser Legal will **NEVER** contact you with a change of our company bank details. During any transaction, if you receive an email stating that our bank details have changed, then please contact us immediately as the email will likely have come from a hacker.

Signed by:



Client Signature:

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ALL FEES/FIGURES BELOW EXCLUDE VAT UNLESS STATED

Marketing Fee	Upfront £150 <input checked="" type="checkbox"/>	Deferred <input type="checkbox"/>
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The marketing fee is valid for 6 months and is renewable every 6 months, for as long as the property is on the market or if you withdraw from the market.

Brochure Production Fee

The brochure production fee covers the cost of the professional property photoshoot, photo selection process, image retouching and colour grading, creation of floor plan, location maps and the design of your property brochure.

Please choose your brochure design preference below:

- **Standard PDF Brochure** (online) **£350**
- **Bespoke PDF Brochure** (online)
Recommended for large/premium properties, developments & commercial
- **Bespoke Print PDF Brochure** (online & printed copies)
Recommended for large/premium properties, developments & commercial

Notes (Are there any special property features or local attractions you want highlighted in property text)

I/we consent to waive the right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and agree to begin this personalised service upon signing. Yes No

Videography

360° Matterport Virtual Tour

HD Property Video

Drone Video

Image Enhancements

This property will be listed on the market with certain rooms remaining unfurnished? Yes No

x Virtual Staged Image(s) x Virtual Re-staged Image(s)

Notes (Image Instructions)

Media Package	Upfront <input type="checkbox"/>	Deferred £599 <input checked="" type="checkbox"/>
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Our media package lists your property on all major UK property portals. Boosts property search engine optimisation via our network of micro portals, and maximises exposure through organic press and social. Refer to our media package PDF for details.

ESPC Insertion / Area Equivalent	Required <input checked="" type="checkbox"/>	Existing <input type="checkbox"/>	Non Applicable <input type="checkbox"/>
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The property will be listed on the ESPC portal, featured in ESPC email alerts, and displayed in ESPC showrooms. It will launch on ESPC website first, followed by a broader release on other portals 3 days later, providing buyers with two property alerts.

Area Insertion Fee: **Barnton** **£270.83**

Upgraded Listing Position/Additional Online Exposure

Rightmove Premium Listing <input type="checkbox"/>	ESPC Premium Listing <input type="checkbox"/>
Zoopla Premium Listing <input type="checkbox"/>	MFL Digital For Sale Board Ad £120 <input type="checkbox"/>
On The Market Premium Display <input type="checkbox"/>	

For Sale Board


For Sale Board Rental (Rental, Erection and Removal) £59 <input checked="" type="checkbox"/>	2nd Board <input type="checkbox"/>
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NB - For sale boards are supplied by a third party and are not the responsibility of McEwan Fraser Legal

Notes (For Sale Board Instructions)

in the front garden

Additional Notes

Client 1 Signature:  Signed by: F5A7F49723D74B3...

Client 2 Signature:

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Viewings

Professional Viewing Agent (Price per Viewing/Hour) **£40**

NB - Payment due on account every 10 viewings carried out

If a viewing agent is required, please confirm you will provide 3 sets of keys to McEwan Fraser Legal. Yes No

If no viewing agent is required, please provide the main contact for viewings:

Name: Phone:

Notes

Home Report Required Existing Non Applicable Client Organising Their Own

Home Report Fee **£0** **Uploading of Home Report to relevant portals and sites** (If Applicable) **£25**

If an offer is accepted more than 12 weeks after the Home Report inspection, a refreshed report may be needed by the purchaser. The client is responsible for the refresh cost, charged by the original Home Report company.

I/we consent to waive the right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and agree to begin this personalised service upon signing. Yes No

Notes

Estate Agency Sales Fee

These Fees are settled from the sale proceeds upon completion or via bank transfer in case of any shortfall.

- The **Estate Agency Fee** will be **0.55%** of the selling price of your property - or a minimum of
- The **Deferral Estate Agency Fee*** will be of the selling price of your property - or a minimum of
- commission for any increase in value above
- A further will be added if your property receives an acceptable offer within

*Terms and Conditions in Deferral Mandate

Notes
EA FEE TO INCLUDE VAT

Legal Fees McEwan Fraser Legal Required Not Required

Conveyancing Sale Fee (For properties up to £500,000) **Conveyancing Sale Fee** (For properties over £500,000)

Conveyancing Purchase Fee (For properties up to £500,000) **£1,395** **Conveyancing Purchase Fee** (For properties over £500,000)

Please note, our legal fee for a sale or purchase excludes standard legal outlays*, which are billed separately and deducted from sale proceeds or paid via bank transfer if there's a shortfall. Additionally, any extra legal work may incur extra charges as per our Terms of Business. Please note for onward purchases, this excludes LBTT, ADS, and registration dues, which may apply depending on the purchase.

***Standard Legal outlays may include:**

Multi Search **£195**, Registration Dues for Discharge of Security **£80** (if required), Coal Mining Report **£75** (if required), Advanced Notice **£20**, Posts/Telephones/Incidentals **£17.50**, Electronic Secure Storage Fee **£20**, and Electronic Transfer of Funds **£30**.

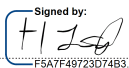
If Applicable, Other Solicitor Details

Notes

x Anti Money Laundering, ID Verification & Compliance **£80**

Additional Notes

Client 1 Signature:  **Client 2 Signature:**



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SUMMARY OF PAYMENTS

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	Client Fees	Payment Upfront	Payment Deferred until Sale/Withdrawn/12 Months	Payment Upon Sale Completion
Marketing Fee Upfront	£150	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing Fee Deferred		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brochure Production Fee	£350	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
360° Matterport Virtual Tour		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HD Property Video		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drone Video		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> x Virtual Staged Images		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> x Virtual Re-staged Images		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Sale Board	£59	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2nd For Sale Board		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Package	£599	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On the Market Premium Display		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rightmove Premium Listing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoopla Premium Listing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MFL Digital For Sale Board Ad	£120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESPC (area insertion fee)	£270.83	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESPC Premium Listing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR Upload Fee	£25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Report	ARRANGING OWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> x Anti Money Laundering, ID Verification & Compliance	£80	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payable Upfront	£-		
Payable Upfront (including VAT)	£955		
Deferred Until Sold/Withdrawn/12 Months		£1,029.00	
Legal Fees (excluding standard legal outlays)			£1,395

Estate Agency Rate (%)			0.55 INC VAT
Estate Agency Rate (minimum fee)			£1,995
Commission for increase value above			<input type="checkbox"/>
An extra _____ will be added for an acceptable offer within			<input type="checkbox"/>

Important Information

- Please be advised, on signing this agreement that this Estate Agency Agreement supersedes any verbal, email or previous written agreements. If you are in any doubt about the terms, please check with your valuer and ensure any amendments are clearly detailed on the agreement.
- All fees become due in full when a formal offer is accepted if you do not use McEwan Fraser Legal for the conveyancing.
- If you withdraw your property from the market or McEwan Fraser Legal cease to act for any reason, any outstanding fees for services provided become due immediately. This includes any deferred third party outlays.
- Further, if you withdraw your property from McEwan Fraser Legal and subsequently sell the property to a party introduced by our company, then our estate agency fee will be due in full.
- McEwan Fraser Legal do not offer any guarantees on how long it will take to sell your property, what your property will sell for, or that we will sell your property.
- I/We confirm that all pages of the estate agency form has been fully explained to me/us.
- I/We understand that I/we will receive a copy of McEwan Fraser Legal's Terms of Business within our welcome email.
- I/We understand that in terms of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, I/we have 14 days to cancel this agreement in writing unless I/we waive the right to do so.
- I/We understand that a request will be received from Amiqus which will request proof of My/Our ID and proof of address, for compulsory money laundering purposes.
- Our normal published fee is 1.75%+vat with a minimum fee of £1995+vat for a Residential transaction

I confirm I have acknowledged these details

Initial

HS

Client 1 Signature: _____

Client 2 Signature: _____

WE RESERVE THE RIGHT TO CHARGE AN ADMINISTRATION FEE OF £250 + VAT IF YOU DECIDE NOT TO GO TO MARKET AFTER YOUR STATUTORY COOLING OFF PERIOD