



Richmond Holmes Estates
ESTATE AGENT

Commercial Landlord Management Renewal Agreement

Existing managed commercial property - renewal of management appointment

V.1 - England and Wales

Commercial Landlord Management Renewal Agreement

Existing managed commercial property - renewal of management appointment

V.1

This agreement renews Richmond Holmes Estates' appointment to manage the existing commercial property and tenant/occupier relationship identified below. It does not renew, extend or vary the commercial lease or licence itself unless a separate written property document expressly does so.

RENEWAL PARTICULARS

OWNER / COMPANY LEGAL NAME

COMPANY NO. (IF APPLICABLE)

PROPERTY ADDRESS

PROPERTY REFERENCE

EXISTING MANAGEMENT AGREEMENT DATE / REF

RENEWAL EFFECTIVE DATE

CURRENT TENANT / OCCUPIER

CURRENT GROSS RENT

GBP _____ pcm / pa

LEASE / LICENCE EXPIRY OR BREAK (IF KNOWN)

OWNER EMAIL / TELEPHONE

RENEWED COMMERCIAL TERMS

MANAGEMENT COMMISSION

10% of gross rent actually collected unless varied: _____
% / GBP _____

RENEWAL MANAGEMENT PERIOD

24 months from Renewal Effective Date

NOTICE AFTER INITIAL RENEWAL PERIOD

Owner: 3 months' written notice

REPAIR / MAINTENANCE RESPONSIBILITY /
INSTRUCTIONS

As set out in the lease / licence and any written Owner-
tenant agreement: _____

SERVICE CHARGE / MAINTENANCE INSTRUCTIONS

SEPARATELY AGREED SERVICES / FEES

1. Renewal and incorporation

1.1 The Owner renews the appointment of Richmond Holmes Estates as commercial managing agent for the Property from the Renewal Effective Date.

1.2 The latest Commercial Letting & Management Agreement / Terms of Business provided to the Owner at signing are incorporated into this renewal. This Renewal Agreement prevails for the property-specific particulars stated here.

1.3 Rights and liabilities accrued before the Renewal Effective Date are preserved.

2. Continuing authority

2.1 Richmond Holmes Estates may continue rent collection, day-to-day Owner and tenant/occupier liaison, arrears contact, routine management communications, inspections, lease-event diary administration and compliance reminders. Repair and maintenance reports will be coordinated in accordance with the responsibilities agreed between the Owner and tenant/occupier under the lease, licence or other occupational agreement.

2.2 The Owner authorises Richmond Holmes Estates to deduct properly due commission, agreed charges and authorised expenditure from money held or collected for the Owner, with accounting shown on statements.

2.3 Richmond Holmes Estates may communicate with the current tenant or occupier, the Owner, contractors, insurers, professional advisers and relevant authorities as reasonably required for day-to-day management, coordination and mediation.

2.4 Richmond Holmes Estates acts as the managing intermediary between the Owner and tenant/occupier. It may assist with practical mediation of day-to-day management issues where necessary, but this management appointment does not transfer to Richmond Holmes Estates any repair, maintenance, reinstatement or service-charge liability that belongs to the Owner or tenant/occupier.

3. Lease and owner responsibilities

3.1 The existing lease, licence or occupational arrangement remains a separate document and is not varied merely by this management renewal.

3.2 The Owner remains responsible for obligations allocated to the Owner under the lease or licence, including title, mortgage and superior-landlord consents, insurance and statutory responsibilities. The tenant/occupier remains responsible for obligations allocated to it. Richmond Holmes Estates will administer and coordinate those responsibilities but does not alter their contractual allocation.

3.3 The Owner must promptly provide any new lease document, side letter, rent review memorandum, break notice, enforcement correspondence or material instruction affecting management.

4. Fees and additional work

4.1 The management commission shown above applies to gross rent actually collected by Richmond Holmes Estates unless a written variation states another basis.

4.2 Repairs and maintenance are dealt with according to the responsibilities agreed between the Owner and tenant/occupier under the lease, licence or any later written agreement. Richmond Holmes Estates may receive reports, obtain quotations, coordinate access and contractors, pass instructions and keep records, but will not commit either party to non-emergency works unless the relevant responsibility and authority are clear.

4.3 In a genuine emergency involving an immediate risk to life, safety or material property damage, Richmond Holmes Estates may take reasonable steps to coordinate urgent action where lawful and practicable and will notify the Owner and tenant/occupier as soon as reasonably possible. A later signed commercial schedule may vary reporting, repair or maintenance instructions without requiring the rest of this renewal to be rewritten.

5. Term and termination

5.1 The renewed management appointment has an initial minimum period of 24 months from the Renewal Effective Date. Notice may be served during that period, but an Owner's notice cannot expire before the end of the 24-month minimum period.

5.2 The Owner may terminate the management appointment by giving Richmond Holmes Estates at least three months' written notice during or after the minimum period, provided that the notice does not expire before the end of the 24-month minimum period.

5.3 If the Owner requests an immediate or earlier handover before the minimum period or valid notice period expires, the Owner must pay all commission, agreed charges and authorised third-party costs accrued to termination, together with an early termination charge equal to the management commission that would have been payable during the remaining minimum or notice period. The early termination charge will not exceed three months' management commission.

5.4 No early termination charge under clause 5.3 is payable where Richmond Holmes Estates has committed a material breach and failed to remedy it within 14 days after receiving written notice, becomes insolvent, or ceases to hold any legally required redress or client-money protection membership.

5.5 Richmond Holmes Estates may terminate the management appointment on one month's written notice, or immediately where continued performance is unlawful, there is a material unremedied breach, serious safety risk, abuse, fraud, non-cooperation, conflict or another immediate termination ground stated in the incorporated terms.

5.6 Following valid termination, Richmond Holmes Estates will reasonably cooperate with the handover of keys, records, client funds and management information once all properly due sums and reasonable handover requirements have been dealt with.

6. Notices, data and signing

6.1 Contractual notices may be sent by email, hand or prepaid post to the latest notified addresses unless a particular legal notice requires another method.

6.2 Business and personal information may be processed and shared with contractors, professional advisers, authorities and service providers where reasonably necessary for management and lawful business administration.

6.3 Electronic signatures and counterparts may be used and form one agreement.

PROPERTY-SPECIFIC COMMERCIAL RENEWAL SCHEDULE

SPECIAL TERMS / SERVICE CHANGE / INCENTIVE

AGREEMENT AND SIGNATURES

By signing, the parties confirm that the renewal particulars are complete, the selected management service is accepted and the continuing authority described in this agreement is granted to Richmond Holmes Estates.

☐ I confirm that this document renews the management appointment only and does not itself renew or vary the existing commercial lease or licence.

☐ I accept the management commission, 24-month minimum period, the Owner's three-month notice requirement and Richmond Holmes Estates' one-month notice right stated above.

☐ I have received or been given access to the Commercial Letting & Management terms incorporated into this renewal.

OWNER 1 - FULL NAME

SIGNATURE / DATE

OWNER 2 - FULL NAME

SIGNATURE / DATE

RICHMOND HOLMES ESTATES - NAME / POSITION

SIGNATURE / DATE

EMAIL FOR NOTICES

MOBILE / SIGNING VERIFICATION

Electronic signatures and counterparts may be used. The completed signing record may include the document version, date, time, email address and verification evidence generated by the signing platform.

Supersession of previous terms. From the Renewal Effective Date, this agreement and the incorporated V.1 terms supersede and replace all previous management terms, agreements and instructions between Richmond Holmes Estates and the Owner for this Property, except accrued rights, unpaid sums and provisions expressly stated to continue.

Commencement of services

Commercial management renewal

This provision forms part of the accompanying V.1 agreement when supplied and accepted with it. It clarifies service timing and preserves the other agreed terms. It does not retrospectively vary an existing signed agreement.

Richmond Holmes Estates will normally begin administrative preparation for the agreed renewal immediately after the completed renewal has been signed by the customer and accepted by Richmond Holmes Estates. The renewed appointment itself starts on the Renewal Effective Date recorded in the schedule. Signing earlier does not bring forward that date or restart a minimum term. Existing services may continue under an existing valid appointment; the renewal does not itself vary a tenancy or occupational lease.

Where a statutory consumer cancellation period applies, services will begin during that period only after the customer's express request, recorded on paper, by email or another durable medium, and after the required cancellation information has been supplied. The general signature alone is not treated as that request. Without it, services under the new appointment will begin after the cancellation period ends, or on a later agreed date. If the customer validly cancels during that period, only the proportionate amount lawfully payable for services actually supplied may be charged. Starting work or finding a tenant or buyer does not by itself remove cancellation rights.

This provision does not create a new fee, accelerate an existing fee trigger or increase any agreed cancellation charge. Outside statutory cooling-off cancellation, only charges properly payable under the agreement and applicable law may be recovered, with no double recovery for the same work or loss. Statutory cancellation rights take precedence over conflicting fee, minimum-term and notice provisions.