

Agent and Broker Terms and Conditions/Guidelines

The Process

All leads must be sent to reservations@easyHub.co.uk in the first instance. At this stage the introduced lead will be checked to see if we have already received the enquiry. Depending on the outcome of these checks the lead will then be accepted or rejected accordingly.

In the first instance all contact will go through the National Sales Office and any tours that need to be arranged should be booked through the Sales Team. Once a lead is accepted/tour booked you will then be informed of the Commercial Sales Manager who will work the opportunity through the rest of the sales process.

The Overturn Process

As per industry standard **easyHub[®]** operate the overturn policy.

This means that if an opportunity has not reached completed first tour stage with the initial introducer then a rejected broker or agent can overturn the lead into their name with an attended viewing. Once the customer has toured the lead will then be 'rejected overturned' to the original introducer of this lead and any fees payable will be owed to the new introducing agent.

The Lead

An accepted lead will stay under the introducing broker/agent for the duration of 6 months from the day of acceptance, unless overturned due to a completed successful tour by another source. After the initial 6 months has passed the lead will become open for re-introduction from another party.

Payments for nominated **easyHub[®]** sites specifically:

easyHub[®] Burgess Hill
easyHub[®] Croydon
easyHub[®] Derby
easyHub[®] Horsham
easyHub[®] Walsall

- **easyHub[®]** pay as standard, 10% based on the lifetime occupancy revenue of the customer minus any contracted services in the case of the centres listed above
- Any increased commission above the standard 10% must be confirmed in writing by Rebecca Broomhall or Jo Mapp
- Any commission owed to the Agent/Broker can be invoiced in periods of no more than 12 months at a time and will be subject to standard payment terms
- Expansions within the initial term will be paid at the original commission percentage for the remainder of the initial contract period
- Renewals will be capped at 10% commission
- Any expansion after the point of renewal commission will be paid at the same rate as the renewal

- No commission will be paid on services additional to the basic office contract price – IT, Telephony, parking or fit out etc.
- In the unlikely event that a customer reneges on an agreement and leaves before fulfilling the full term or owing money to **easyHub[®]**, then **easyHub[®]** reserve the right to reclaim or 'claw back' any overpaid commission paid to a broker or agent
- This scheme is only valid for the duration of the specific building listed above being under easyHub management

Agreement

By signing these terms and conditions you are agreeing to abide by all of the above.

Company Name:

Print Name:

Sign:

Date:

Contact

If you have any further questions or simply wish to discuss working with **easyHub[®]** in more detail, please contact:

Rebecca Broomhall
Broker Channel Manager

Email: rebeccabroomhall@easyHub.co.uk
Telephone: 07920 518 344

*This commission scheme only applies for customers signed, deposit and first month rental paid after 6th April 2020. **easyHub[®]** reserves the right to amend or alter this scheme at any point.