



Short-Let Management Agreement

This Agreement is made on the [Insert Date]

Between:

Cotton Estates Ltd, 85 Great Portland Street, London, W1W 7LT

Company Number: [Insert if registered]

Telephone: 0204 591 2502

Email: info@cottonestates.co.uk

(Hereinafter referred to as "the Agent")

And

[Insert Full Name of Landlord]

[Insert Landlord Address]

Email: [Insert Landlord Email]

(Hereinafter referred to as "the Client")



COTTON HOUSE ESTATES LTD

Company number 15985357

cottonestates.co.uk

1. Scope of Agreement

This Agreement governs the relationship between the Agent and the Client concerning the management of the Client's property as a short-let rental, operated under either a Self-Setup (DIY) or Fully Managed model, as defined herein.

2. Setup Responsibilities

2.1 Setup Option Selection

The Client shall elect one of the following setup options prior to commencement of services:

- Self-Setup: The Client is responsible for furnishing the property and fulfilling all pre-agreed setup checklist criteria.
- Complete Setup: The Agent shall furnish and stage the property according to an approved budget. The Client shall pay an agreed one-off setup fee in advance, documented in Schedule A.

2.2 Furnishing & Compliance

For Complete Setup, furnishings will remain the Client's property. The Agent will use commercially reasonable efforts to source durable, guest-appropriate furnishings.

3. Management Responsibilities

3.1 Day-to-Day Management

The Agent shall provide the following services:

- Guest communication and check-in/out coordination
- Listing and calendar management across booking platforms
- Maintenance issue resolution coordination
- Scheduling of cleaning and linen services
- Monthly income and cost reporting



3.2 Performance Disclaimer

The Agent agrees to act in good faith and exercise reasonable care in optimising bookings. However, no guarantee is given regarding occupancy rates or income levels.

4. Financial Terms

4.1 Fees & Profit Structure

The remuneration model will be agreed prior to commencement and documented in Schedule B, outlining one of the following:

- A fixed monthly management fee, or
- A profit-sharing agreement (percentage of net income)

4.2 Deductible Operational Expenses

Operational expenses, including but not limited to:

- Cleaning and laundry
- Maintenance and emergency repairs
- Utilities, broadband, and subscriptions
- Platform service fees

...shall be deducted from gross booking revenue prior to calculating the Agent's share or issuing payments to the Client.

4.3 Excluded Costs

The Client remains responsible for:

- Mortgage payments
- Council tax (unless otherwise agreed)
- Landlord insurance and any local authority licensing



5. Liability and Indemnity

5.1 Exclusion of Liability

The Agent shall not be held liable for:

- Void periods or booking gaps
- Loss of revenue or profit
- Damage caused by guests (except in cases of proven gross negligence)

5.2 Insurance

The Client agrees to maintain adequate short-let landlord insurance throughout the duration of this Agreement, covering:

- Public liability
- Accidental guest damage
- Loss of rent

Proof of cover must be supplied to the Agent before the first booking.

6. Termination

6.1 Termination by Notice

This Agreement may be terminated by either party with a minimum of 60 days' written notice.

6.2 Final Reconciliations

Upon termination, the Agent may deduct all outstanding service charges and expenses from the final Client payout. The Agent will also cooperate reasonably to hand over relevant records.



7. Legal Jurisdiction and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. Any disputes arising shall be submitted to the exclusive jurisdiction of the courts of England and Wales.

8. Entire Agreement and Schedules

This Agreement represents the full understanding between the parties and supersedes any prior correspondence or arrangements.

Attached Schedules:

- Schedule A: Furnishing Budget and Setup Fee Agreement
- Schedule B: Fee Structure / Profit Split
- Schedule C (if applicable): Property Checklist & Inventory

Signatures

Signed for and on behalf of Cotton Estates Ltd

Name: _____

Position: _____

Signature: _____

Date: _____

Signed by the Landlord (Client)

Name: _____

Signature: _____

Date: _____

