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Management and Lettings Service Landlords Information

(PLEASE ENSURE AS MUCH INFORMATION AS POSSIBLE IS FILLED IN)

Property Information

Rental Property Address:

How long is the property available to let?

When is the property available?

What service would you like? Fully managed or Let only

Target Rental Figure?£.....PCM.....

What are the viewing arrangements?

If the property is currently tenanted please enter their details below-

Name..... Tel.....

Name..... Tel.....

What date do the tenants vacate the property.....

Is there a management company for the property? Yes No

If Yes- Name:Tel:

Would you like a TO LET board putting up? Yes No

Is the property Unfurnished Part Furnished Furnished

Would you consider the following-

	Yes	Maybe	No		Yes	Maybe	No
Pets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smokers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Landlord Information (if property is owned by more than one person please include %)

Seperate information is required for each landlord even in the case of married couples

LANDLORD 1

Title Landlords Name:

Landlords Address
for correspondence

Percentage Ownership -%

Residency: UK Overseas (if overseas do you have a tax cert?)

Home telephone:Work telephone

Mobile Telephone:E-mail Address:.....

Bank Account details:

Bank Name: Sort Code:

Account No: Account Name:

LANDLORD 2

Title Landlords Name:

Landlords Address
for correspondence

Percentage Ownership -%

Residency: UK Overseas (if overseas do you have a tax cert?)

Home telephone:Work telephone

Mobile Telephone:E-mail Address:.....

Bank Account details:

Bank Name: Sort Code:

Account No: Account Name:

If there are more than 2 landlords please include information on all further landlords on a separate sheet

REGULATIONS: (IMPORTANT)

	Yes	No
1) Do you currently have a valid Gas Safety Certificate	<input type="checkbox"/>	<input type="checkbox"/>
(This is a legal requirement and must be carried out every 12 months) (if yes pls provide copy)		
If No do you require Nicholls Tyreman to arrange one	<input type="checkbox"/>	<input type="checkbox"/>
2) Do you have an Electrical Safety certificate?	<input type="checkbox"/>	<input type="checkbox"/>
(Although this is not a legal requirement we do advise having one done)		
If no would you like Nicholls Tyreman to arrange one?	<input type="checkbox"/>	<input type="checkbox"/>
3) Do you have a current EPC (energy performance certificate)	<input type="checkbox"/>	<input type="checkbox"/>
(This is needed prior to marketing the property and is a legal requirement. It must be carried out every 10 years)		
If Yes please provide a copy		
If No do you require Nicholls Tyreman to arrange one	<input type="checkbox"/>	<input type="checkbox"/>
If you would like us to arrange one please enclose a cheque for £120.00 (£100 + Vat)		
4) Is the property mortgaged?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes have you obtained permission to let?	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE:

**We cannot begin marketing the property without an EPC or payment for an EPC
We cannot move new tenants in without a current gas safety scertificate.**

Current Suppliers:

(this information is needed for us to contact your supliers when your new tenant moves in. Without this information we will be unable to contact them on your behalf)

Gas	Electricity
Ref:.....	Ref:.....
Local Council	Council Tax Band?

Location Of:

Gas Meter..... Electricity Meter.....

Boiler..... Water Stop Cock

Water Meter..... Burglar Alarm Yes No If yes- Code

Insurance:

Building: InsurerContents: Insurer (furnished)

Who carries out repairs & maintenance ? Landlord Nicholls Tyreman

SPENDING LIMIT BEFORE AUTHORISATION REQUIRED £ _____

PREFERRED CONTRACTORS

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.....
.....
.....
.....
.....
.....
.....

If LET ONLY who will be holding the bond Landlord Nicholls Tyreman

(If L/L pls provide details of the scheme to be used)

I confirm the information given is correct to the best of my knowledge

SIGNED..... PRINT NAME.....

DATE.....

SIGNED..... PRINT NAME.....

DATE.....