****

**Landlord form**

Please can you take the time to fill in all the details we’re looking for – the right information will help us manage our services for you...

|  |
| --- |
| Your details... |
| Your name | Title: | Forenames: | Surname: |
|  | Or company: |

|  |  |
| --- | --- |
| **Your address** |  |
| Please fill in the address of the property you are |  |
| living at, not the rental property address |  |
|  |  | Postcode:  |

|  |  |  |
| --- | --- | --- |
| **Residency** | [ ]  You live in the UK | [ ]  You live overseas ▪ CNR no: |
|  | Landlords who live overseas pay tax on income earned from letting their properties in the UK unless they have applied and received a CNR certificate. If you have this certificate then please fill in the reference number in the box above. |

|  |  |  |
| --- | --- | --- |
| Your contact numbers | Home:  | Work  |
|  | Mobile:  |

|  |  |
| --- | --- |
| Your email |  |
| cc: |
| bcc: |

|  |  |  |
| --- | --- | --- |
| **Landlord registration** | Registration number: | Renewal date: |

**Your choices...**

|  |  |
| --- | --- |
| **Your statements** | Would you prefer to receive statements by [ ]  email or by [ ]  post? |
|  | [ ]  Landlords each receive a copy of the monthly statement (joint ownership only) |

|  |  |  |
| --- | --- | --- |
| Repairs | [ ]  Let us manage repairs  | [ ]  I will do the repairs myself |
| **Payments** | [ ]  Use BACS AutoPay | [ ]  Send cheque to landlord |

|  |  |  |
| --- | --- | --- |
| Bank details | Branch name: | Account name: |
| Branch address: | Sort code: |
|  | Account number |
| Postcode: |
|  |  |

|  |  |  |
| --- | --- | --- |
| Preferred contractorsIf you’ve filled in that you’d like to do your own repairs, then list your contractors here | Name: | Tel: |
| Name: | Tel: |
| Name: | Tel: |

**Only fill this section in if you are the second landlord...**

|  |  |  |  |
| --- | --- | --- | --- |
| Your name | Title: | Forenames: | Surname: |
|  | Or Company: |

|  |  |
| --- | --- |
| **Your address** |  |
|  |  |
|  |  |
|  |  | Postcode:  |

|  |  |  |
| --- | --- | --- |
| **Residency** | [ ]  You live in the UK | [ ]  You live overseas ▪ CNR no: |
|  | Landlords who live overseas pay tax on income earned from letting their properties in the UK unless they have applied and received a CNR certificate. If you have this certificate then please fill in the reference number in the box above. |

|  |  |  |
| --- | --- | --- |
| Your contact numbers | Home:  | Work  |
|  | Mobile:  |

|  |  |
| --- | --- |
| Your email |  |
| cc: |
| bcc: |

|  |  |  |
| --- | --- | --- |
| **Landlord registration** | Registration number: | Renewal date: |

|  |  |
| --- | --- |
| **Your statements** | Would you prefer to receive statements by [ ]  email or by [ ]  post? |
|  | [ ]  Landlords each receive a copy of the monthly statement (joint ownership only) |

**Only fill in this section if you are the third landlord...**

|  |  |  |  |
| --- | --- | --- | --- |
| Your name | Title: | Forenames: | Surname: |
|  | Or company: |

|  |  |
| --- | --- |
| **Your address** |  |
|  |  |
|  |  |
|  |  |
|  |  | Postcode:  |

|  |  |  |
| --- | --- | --- |
| **Residency** | [ ]  You live in the UK | [ ]  You live overseas ▪ CNR no: |
|  | Landlords who live overseas pay tax on income earned from letting their properties in the UK unless they have applied and received a CNR certificate. If you have this certificate then please fill in the reference number in the box above. |

|  |  |  |
| --- | --- | --- |
| Your contact numbers | Home:  | Work  |
|  | Mobile:  |

|  |  |
| --- | --- |
| Your email |  |
| cc: |
| bcc: |

|  |  |  |
| --- | --- | --- |
| **Landlord registration** | Registration number: | Renewal date: |

|  |  |
| --- | --- |
| **Your statements** | Would you prefer to receive statements by [ ]  email or by [ ]  post? |
|  | [ ]  Landlords each receive a copy of the monthly statement (joint ownership only) |

**Information about the property to rent**

This section needs to fully completed so we can market and manage your property in the best way possible...

|  |  |  |
| --- | --- | --- |
| Property details |  Address: | Target rent: £  |
|  |  | Mortgaged properties only |
|  |  | Property is subject to a mortgage: [ ]  Yes [ ]  No |
|  |  | Mortgage provider:  |
|  | City: | Mortgage provider informed of let: [ ]  Yes [ ]  No |
| It is very important for you to fill in the council | Postcode: |  |
| tax band as tenants always ask about this | Council tax band: |  |

|  |  |  |
| --- | --- | --- |
| **Factor details**Only fill this in if the property has a factor | Factor: | Tel: |

|  |  |
| --- | --- |
| Property descriptionEnter the type of property e.g. semi-detached | Type:  |
|  |
| This information will help us market your property | Entrance: | Bedrooms: |
|  | Lounge:  | Bathrooms: |
|  | Dining:  | WC: |
|  | Kitchen: | Smoke alarms:(enter number) |
|  | Front garden: | Rear garden: |
|  | Parking [ ] Garage [ ] Driveway [ ]  On street [ ]  None  |  |
|  | Available rooms (multi-tenancy only):  | [ ] Furnished [ ]  Part furnished [ ]  Unfurnished  |
| If you have any additional info that you think will help us market your property please put it here | Additional information: |

|  |
| --- |
|  |
| Just put a yes or no for the boxes in this section | Gas central heating:  | Combi boiler:  |
|  | Electrical central heating:  |
|  | To let board required:  | Let only (property will be unmanaged):  |

|  |  |  |  |
| --- | --- | --- | --- |
| Alarm & access | Property is alarmed:  | Operated by key:  | Operated by code:  |
|  | We must contact you to gain access:  | You have provided us with keys:  |

|  |  |  |
| --- | --- | --- |
| Search Preferences | Tenants who receive housing benefit:  | Children:  |
| Just put a yes or no for the options in this  | Students:  | Smokers:  |
| section | Multi-occupancy:  | Pets:  |

|  |  |
| --- | --- |
| Service contracts |  |
| If you have any plans where things like the |  |
| boiler are serviced then put the details in here |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Insurance policies | Policy number | Company | Informed | Expiry date |
| Buildings |  |  |  |  |
| Contents |  |  |  |  |
| Rent protection |  |  |  |  |
| Legal expenses |  |  |  |  |
| Repairs insurance |  |  |  |  |
| Gas check |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Utilities and inspections | Gas company:  | Phone number: |
|  | Where is the gas boiler located? | Number on boiler: |
|  | Electricity company:  | Phone number: |
|  | Where is the electricity meter located? | Number on meter: |
|  | Water company:  |
|  | Where is the water turned off? |
|  | Gas inspection required: [ ]  Yes [ ]  No | Next inspection due:  |
|  | Electrical inspection required: [ ]  Yes [ ]  No | Certificate dated:  |
|  | Fixed wire check required: [ ]  Yes [ ]  No | Certificate dated:  |

|  |  |  |
| --- | --- | --- |
| Landlords signature: | Print name: | Date: |
| Second landlord: | Print name: | Date: |
| Third landlord: | Print name: | Date: |

**Your signature**

 To the best of my knowledge everything in this form is accurate at the date of signing