**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 |

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

|  |  |  |
| --- | --- | --- |
| Preferred contractors If 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 description Enter 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