



# Landlord & Property Information Form

1. **FULL names of Landlord(s) – ALL joint owners**

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2. **Full address of the property**

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**Post Code** .....

3. **Telephone number at property** .....

4. **Address for Landlord (This CANNOT be a 'care of' address)**

.....  
.....

**Post code**.....

5. **Contact details for Landlord**

Home No. ....	Bus.No.(Mr) .....
Mobile No. ....	Bus. No (Ms/Mrs).....
E-mail. ....	Fax No. ....

6. **Landlords Overseas for Six consecutive months or more:**

Have you applied to the Inland Revenue to receive rental income with no tax deducted?.....**YES/NO**

If you have answered NO, you require form NRL1 to be submitted to the Inland Revenue immediately.  
Tax will be deducted at basic rate until we have received a FICO approval number.

UK Representative who will have authority to make decisions on your behalf (if required):

Name.....	Mobile No. ....
Address.....	Home No. ....
.....	Bus.No.(Mr) .....
.....	Bus. No (Ms/Mrs).....

**7. Garage/Parking**

If you have a garage en-bloc or allocated parking spaces please give exact location/number

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**8. Statutory Requirements**

**THE FOLLOWING QUESTIONS RELATE TO STATUTORY REQUIREMENTS AND MUST BE ANSWERED. IF YOU REQUIRE FURTHER ADVICE PLEASE CONTACT US.**

Do you have a current Energy Performance Certificate for this property? ( It is an offence from the 1<sup>st</sup> October 2008 to offer a property to let without one) ..... **YES/NO**

*If you replied 'No' to you require us to carry this out on your behalf* ..... **YES/NO**

Are your electrical appliances and installations in good working order and in a safe condition? ( If you are unsure it is imperative that we arrange for an electrical safety test.)..... **YES/NO**

Do your soft furnishings conform to the Furniture and Furnishings (Fire Safety) Regulations 1998 (Amended 1993)?..... **YES/NO**

Do you have a gas (appliances) safety test? ..... **YES/NO**  
(If no, one will be carried out and charged to your account. An additional £20 administration fee will apply to 'find only' clients.)

Should the tenant be made aware of ANY potential hazards relating to the property?..... **YES/NO**

Are there instruction manuals for every electrical appliance including white goods? ..... **YES/NO**

Do you have adequate Smoke Alarms at the property? ..... **YES/NO**  
(This is not a specific requirement. However, we strongly recommend that our landlords install adequate Smoke Alarms to avoid potential claims of negligence.)

**If you have answered NO to any of the above questions please provide further details below.**

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**9. Utilities**

(Please note: not all utility companies will now accept notification of change from a 3rd party.)

Which company supplies:-

**Gas** ..... **Electricity** .....

Tel No. .... Tel No. ....

Account No..... Account No.....

**Telephone**..... Is the property water metered?..... **YES/NO**

Tel No. ....

Account No.....

**10. Additional Services**

Do you require a check in procedure? ..... **YES/NO**  
(NB. Without a check-in we are unable to read meters or advise the utility companies of the change)

It is essential that you have an inventory and schedule of conditions prepared on the property, even when un-furnished. Unless advised otherwise we will proceed to arrange the report on your behalf.

Instructions if we are not to proceed .....

(NB. Without an inventory report you will not be able to prove a dilapidation claims. Please refer to out Terms & Conditions for the cost of inventory preparation)

**11. Bank Details**

Bank name .....

Bank Address .....

Account in the name of .....

Account No. .... Sort Code .....

**12. Services**

Location of Electricity meter .....

Location of Gas Meter .....

Location of Boiler .....

Location of Stopcock .....

Location of Water Meter .....

Refuse Collection Day.....

Method (ie. Bin Cupboard.).....

Do you currently have a Window Cleaner, and if so cost and frequency:

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**13. Council Tax**

Band..... Amount Payable.....

**14. Peaceful Enjoyment**

Are you aware of any factors, such as local building works etc. due to commence during the term of the tenancy, that may interfere with the tenants rights to 'peaceful enjoyment' of the property?.... **YES/NO**

If yes, please provide full details below.

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Are there requirements under a head lease/management agreement that a tenant would need to comply with? ..... **YES/NO**

If yes, please supply us with a copy of the head lease/management agreement as soon as possible. Failure to supply this information prior to the commencement of a tenancy will cause the conditions to be unenforceable

**15. Insurance**

(Please note that your insurer should be aware that you are letting the property)

Would you like a buildings & contents quote specifically intended for Landlords? ..... **YES/NO**

If we are not arranging your insurance, is a copy of your current Buildings and contents insurance attached? ..... **YES/NO**  
**(We will require a copy before commencement of the tenancy.)**

It is important that the property has adequate security and locks, including 5 lever mortice locks, to ensure that both yours and the tenants insurance is valid.

Do you have adequate locks, including 5 lever mortice locks?..... **YES/NO**  
(if not, we can arrange for them to be fitted)

**Questions 16 to 20 apply to managed properties only**

**16. Professionals (If applicable)**

**Solicitors Name & Address**

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Post code..... Telephone No. ....

**Accountants Name & Address**

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.....

Post code..... Telephone No. ....

**17. Do you have a security system? .....YES/NO**

Name, address and telephone number of supplier and emergency key holder

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**18. Service Agreements/Extended Warranties**

Are any appliances (eg washing machine, gas boiler) covered by any servicing contract or other form of indemnity against breakdown? Please provide us with details of warranties, service agents, or suppliers

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**19. Is the property owned FREEHOLD or LEASEHOLD? (Delete as appropriate)**

If Leasehold;

Name and address of Freeholder/Managing Agent

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Proposed method of payment of Service/Maintenance charges and Ground Rent?

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**20. Contractors**

If you have a preferred contractor for maintenance of house or garden please complete names, trades and telephone numbers below

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**21. Which boundaries, if any, is it your responsibility to maintain?**

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**22.** Ever since Allen Heritage were first established, we have been committed to raising money for both local and national charities. This year we are supporting the NSPCC and are asking our landlords if they would like to donate just £1.00 a month of their rental income to this cause. If all our landlords made this gesture it would make a significant difference to our fund raising efforts. Thank you.

**I wish to donate £1.00 of my monthly rental income to the NSPCC ..... YES/NO**

**Declaration**

I/we declare that the information supplied in this form is correct and give Allen Heritage the authority to act on this information in the course of the letting of the property. I/we are lawfully entitled to let the above mentioned property and have been supplied a copy of the terms and conditions of business.

**Signed by Landlord(s)** ..... **Date** .....

..... **Date** .....