

PROPERTY LETTING

CENTRE

LANDLORD APPLICATION & INFORMATION FORM

1. THE PROPERTY YOU WANT TO LET.

Address

Post Code

Date of Vacation

2. TYPE OF PROPERTY

FLAT	<input type="checkbox"/>	TERRACED	<input type="checkbox"/>	SEMI-DETACHED	<input type="checkbox"/>
DETACHED	<input type="checkbox"/>	BUNGALOW	<input type="checkbox"/>	MAISONETTE	<input type="checkbox"/>
OTHER	<input type="checkbox"/>				
NUMBER OF BEDROOMS:	<input type="checkbox"/>				
GARDEN	<input type="checkbox"/>	YARD	<input type="checkbox"/>	COMMUNAL AREA	<input type="checkbox"/>
GARAGE	<input type="checkbox"/>				

3. LANDLORD DETAILS

OWNER(S) FULL NAME(S):

CONTACT ADDRESS:

POSTCODE

HOME TEL: EMAIL: MOBILE:

PERSONAL CONTACT IN THE UK: If living abroad

ADDRESS:

POSTCODE

HOME TEL: WORK TEL: MOBILE:

RELATIONSHIP:

4. SOLICITORS

SOLICITOR (S) (If applicable)

ADDRESS:

POSTCODE

EXTENT OF AUTHORITY:

5. BANK DETAILS

PERSONAL BANK DETAILS FOR RENTAL PAYMENTS

NAME OF BANK:

ADDRESS:

POSTCODE

TEL: ACCOUNT NAME (S)

SORT CODE: ACCOUNT NO:

MORTGAGE COMPANY:

ADDRESS:

POSTCODE:

TEL:

ROLL NO/ ACCOUNT NO:

6. BUY TO LET

HAVE YOU OBTAINED THE BUILDING SOCIETY APPROVAL TO LET:

DO YOU OBJECT TO HAVING A "TO LET" BOARD:

WILL THE PROPERTY BE LET:

FURNISHED UNFURNISHED

7. INSURANCE

INSURANCE BROKERS (If Applicable)

ADDRESS:

POSTCODE

TEL:

BUILDING INSURANCE COMPANY

ADDRESS:

POSTCODE

TEL:

POLICY NO:

RENEWAL DATE:

HAVE YOU NOTIFIED THEM THAT THE PROPERTY WILL BE TENANTED?

CONTENTS INSURANCE COMPANY:

ADDRESS:

POSTCODE:

TEL:

POLICY NO:

RENEWAL DATE:

HAVE YOU NOTIFIED THEM THAT THE PROPERTY WILL BE TENANTED?

9. NOMINATED CONTRACTORS:

In the event of a repair, we will make every effort to try and pre-warn you. However, if this is not possible, the repair will be carried out by a recognised contractor, and the invoice will be deducted from the rent.

10. ACCOUNTANT (IF APPLICABLE)

NAME:

COMPANY:

ADDRESS:

POSTCODE:

TEL:

11. INLAND REVENUE TAX OFFICE:

DURATION OF LET (I.E ONE YEAR/ LONG TERM ETC):

TYPE OF AGREEMENT
(PROTECTED SHORT HOLD, REGULATED ETC,
THE PROPERTY CENTRE WILL ADVISE)

LENGTH OF BREAK CLAUSE (I.E. WINTER ONLY)

PREFERENCES/ DISLIKES (I.E. PETS, CHILDREN, SHARING):

RENTAL REQUIRED: £ ⁴ PER CALENDAR MONTH

12. HOUSEHOLD EQUIPMENT DETAILS:

APPLIANCE	MAKE	MODEL NO	UNDER GUARANTEE Y/N	SERVICE CONTRACTS Y/N
CH BOILER				
WASHING MA- CHINE				
TUMBLE DRYER				
DISH WASHER				
REFRIGERATOR				
DEEP FREEZE				
COOKER				
MICROWAVE				
VACUUM CLEANER				
IRON				
GAS FIRE				
ELECTRIC FIRE				

13. WATER

WHERE IS THE COLD WATER MAINS STOP COCK SITUATED?

PLEASE GIVE AS MUCH INFORMATION AS POSSIBLE ABOUT THE CENTRAL HEATING AND HOW IT WORKS: -

14. ADDITIONAL INFORMATION:

15. Signed and accepting to the following :-

I/WE HAVE READ THE BROCHURE OUTLINING THE SERVICES THAT WILL BE OFFERED BY THE PROPERTY CENTRE, AND DULY UNDERSTAND AND AGREE TO ITS CONTENTS.

I/WE HEREBY APPOINT THE PROPERTY CENTRE AS SOLE LETTING AGENTS, AND AUTHORISE THEM TO LET AND MANAGE OUT PROPERTY IN ACCORDANCE WITH OUR ABOVE REQUIREMENTS, I/WE GIVE THEM FULL AUTHORISATION TO SIGN LEASE AGREEMENTS ON MY /OUR BEHALF,.

IF I/WE EVER MOVE ABROAD, I/WE SHALL LET THEM KNOW IMMEDIATELY. IF THAT BE THE CASE, I/WE SHALL INDEMNIFY THEM AGAINST ANY TAX LIABILITY THAT MAY ARISE. I/WE CONFIRM THAT I/WE AM/ARE THE OWNERS OF THE ABOVE PROPERTY CONCERNED, AND THAT THE NECESSARY CONSENTS OF THE MORTGAGE AND OR HEAD LESSOR HAVE BEEN OBTAINED.

IF I/WE WITHDRAW THE PROPERTY WHEN THE TENANT THAT THE PROPERTY CENTRE HAS INSTALLED IS STILL IN SITU THEN A PENALTY OF 6MONTHS MANAGEMENT FEE WILL BE PAID IMMEDIATELY.

IF I/WE SELL THE PROPERTY WHILST THE TENANT THAT THE PROPERTY CENTRE HAS INSTALLED EITHER THROUGH PROPERTY CENTRE OR ANY OTHER SOURCE THEN A FEE OF 1% +VAT WILL BE CHARGED AS A SALES COMMISSION BY PROPERTY CENTRE.

I/WE AOUTHORISE FOR PAYMENTS FOR ,EPC,GAS CERTIFICATES AND OTHER REPAIRS TO DEDUCTED FROM OUR GROSS RENT IF PAID FOR ON OUR BEHALF BY THE PROPERTY CENTRE TO ANY THIRD PARTY.

OWNER/S SIGNATURES:

1) 2)

PRINTED NAMES

1) 2)

DATE: DATE:

