



Property Information Sheet

Address of property to be rented:

.....

Postcode:.....

Tel. No:

From what date is the property available to rent?

Period of letting: *(minimum of six months/potentially longer?)*

.....

Mortgage Lender:

Lender's Name:

Address:

Account number:

If The Property is not owned freehold please give details of the Freeholder and Management Company.

Freeholder's name

Address

Postcode

Telephone Fax

Management Company

Address

..... Postcode

Telephone..... Fax

Reference No

Freehold or Leasehold: *(Please give details of any covenants and lease terms including management/ground rent/service charges)*

Which boundaries are your responsibility?

Heating and Hot Water

Location of controls

Location of immersion heater switch

Fireplaces.

Which rooms have useable open fireplaces?

Common Areas

Please give details of any shared common areas.....

Please list supplier's name, address and account number where possible.

Council Tax Authority

Reference No.

Water Authority

Account reference No Location of internal water stopcock

Location of road side stopcock If metered, location of water meter

Sewerage Authority (if different from above)

Account reference No

Septic tank contractor

Telephone No Date last emptied

Usual frequency of emptying

Gas Supply Company

Account reference No Meter location

Meter point reference number

Electricity supply company

Account reference No

Meter point reference

Meter location Location of consumer unit (fuse board)

Oil Supply company

Acc. No

Telephone Service

Acc. No Phone number

Rubbish

What day is it collected? From where?

Maintenance

Maintenance and use instructions should be left for all gas, electrical and other major appliances.

Up to what level may we automatically authorise non urgent repairs (min £100)?

Please supply details of any maintenance contract(s) for the property.

We will arrange all repairs using contractors with whom we have established contact. If, however, you would prefer to use specific contractors please let us have written details and, subject to their availability, and verification, we will endeavour to use them for work on your property. (Please note all contractors must be suitably qualified and insured. If contractors are not considered up to standard we reserve the right to use suitably qualified and insured contractors.)

Landlord's Bank Details

Bank/Building Society Name:

Address: Account Name:

..... Account Number:

..... Sort Code:

Postcode:

Building Insurer:

Name:

Address:

Policy number:

Contents Insurer:

Name:

Address:

Policy number:

Rent desired: *(Please indicate minimum)*

Special provisions required: *(e.g. pets/smoking etc.)*

Covenants or conditions on the property: *(e.g. rights of way, parking restrictions, shared areas, etc.)*

Notes

Please add below any further notes or information about the property here that may assist us such as alarm codes and similar matters

Overseas Landlords

If you will be living abroad during the letting please supply an Inland Revenue Approval Certificate with this questionnaire. If you do not supply such a certificate we will have to deduct tax at source from your rental income.

Name of any UK resident holding Power of Attorney (strongly recommended)

Address

..... Postcode

Telephone..... Fax

Name of your accountant

Address

..... Postcode

Telephone Fax

Do we have your authority to discuss your financial affairs in relation to the rented property with them? Yes/No