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NEW LANDLORD/ PROPERTY INFORMATION FORM

Include all Christian Names

PLEASE USE CAPITAL LETTERS TO COMPLETE

Full Name(s) of Owner(s):

Address of Property to be let:

Post Code:

Tel No:

Owner(s) Address:

Post Code:

Tel No:

Please include additional contact numbers, work, mobile & email :-

Bank Details (for Payment of Rent) :-

Bank:

Address:

Post Code:

Sort Code:

Account Number:

Account Name(s):

Nominated Tradesmen whom you would wish us to use (If applicable)

Name:

Tel No:

Trade:

Name:

Tel No:

Trade:

Name:

Tel No:

Trade:

Service Providers to rented property – **This information is very important now there are so many:**

Gas:	Meter Location:
Electric:	Meter Location:
Water:	Meter Location:

In the Case of flats or multiple metered enclosure, please provide meter numbers:

Gas:	Electric:	Water:	Oil:
Telephone: BT or other please state:			

In cases where you are leaving the UK - UK representative :

Name:	Tel No:	Relationship:
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Council Tax Band:	Leasehold: Yes or No
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Property Insurance's (Please provide copy policies with renewal instructions if applicable:

Insurer: Address	Policy Cover:
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Renewal Date :	Tel No:
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Insurer: Address	Policy Cover:
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Renewal Date :	Tel No:
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Energy Performance Certificate:

Under EU legislation from the 1st October 2008, when buildings are to be rented out, the landlord is responsible for ensuring a valid certificate is made available to all prospective tenants. The certificate is valid for ten years. Please provide a copy of any valid certificate.

If you have no valid certificate would you like us to arrange for one?	YES / NO
Have you arranged for an EPC yourself?	YES / NO

WE CANNOT MARKET YOUR PROPERTY WITHOUT A VALID EPC IN PLACE

Please include any additional information that you consider might assist us (on a separate sheet if req.):

Signed by Owner(s):

Printed Name Signed Date

Printed Name Signed Date

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