



Property Information Sheet

Address of Property to be rented (please include post code)

.....
.....
.....
.....

Telephone number

.....

From what date is the property available to rent?

.....

Period of letting (*minimum of six months*)

.....

Mortgage Lender

Lender's name

.....

Address (please include post code)

.....
.....
.....
.....

Account number

.....



If the Property is not owned freehold, please provide the following details:

Freeholder's name

.....

Address (please include post code)

.....
.....
.....
.....

Telephone number

.....

Management Company

.....

Address (please include post code)

.....
.....
.....
.....

Telephone number

.....

Account reference number

.....



Freehold or Leasehold *(Please provide 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 provide details of any shared common areas

.....

Please provide Supplier's name, telephone number and account number

Council Tax Authority

.....

Telephone number

.....

Account reference number

.....

Water Authority

.....

Telephone number

.....



Account reference number

.....

Location of internal water stopcock

.....

Location of road side stopcock

.....

If metered, location of water meter

.....

Sewerage Authority (if different from above)

.....

Telephone number

.....

Account reference number

.....

Septic tank contractor

.....

Telephone number

.....

Account reference number

.....

Date last emptied

.....

Usual frequency of emptying

.....



Gas Supply Company

.....

Telephone number

.....

Account reference number

.....

Meter location

.....

Meter point reference number

.....

Electricity Supply Company

.....

Telephone number

.....

Account reference number

.....

Meter location

.....

Meter point reference of consumer unit (fuse board)

.....



Oil Supply Company

.....

Telephone number

.....

Account reference number

.....

Telephone Service Provider

.....

Telephone number

.....

Account reference number

.....

Name of Plan

.....

Rubbish

What day is it collected?

.....

From where?

.....

Maintenance

Maintenance and User 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 (please include post code)

.....
.....
.....
.....

Account name

.....

Account number

.....

Sort Code

.....

Building Insurer

Name

.....

Address (please include post code)

.....
.....
.....
.....



Telephone number

.....

Policy number

.....

Contents Insurer

Name

.....

Address

.....

.....

.....

Telephone number

.....

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.)*

Please add below any further notes or information about the property that may assist us, for example: 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)

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Address (please include post code)

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.....
.....
.....

Telephone number

.....

Name of your accountant

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Address (please include post code)

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.....
.....
.....

Telephone number

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Have you provided written authority for the Agent to discuss your financial affairs in relation to the rented property with your accountant?

Yes/No