



LANDLORDS QUESTIONNAIRE

Personal Details

Full Name(s) of Landlord(s):

Address:

Contact Tel No. including area code:

Home.....Work.....

Mobile.....Email.....

Emergency contact:

Name.....Relationship.....

Contact No.....

Bank Account Details

Bank Name.....

Full Postal Address.....

.....

Branch.....

Account Name.....

Account Number.....Sort Code.....

PROPERTY DETAILS

Full postal Address of Property including post code:

What service do you require: (Please delete as applicable *)

- * Let Only
- * Let & Rent
- * Full Management

Is the property mortgaged Yes/No

If yes please supply copy of letter from your mortgage company confirming acceptance.

Council tax band of the property and approximate monthly/yearly cost

.....

Please list supplies of the following services:

Gas.....Location of meter.....

Electricity.....Location of meter.....

Water.....Location of meter.....

Council tax office.....

and address.....

Phone.....

TYPE OF HEATING

Gas Yes/No

Storage Heating Yes/No

Oil Yes/No

Buildings Insurance

Company.....

Address.....

.....

Contact No.....

Policy No.....

Renewal date.....

Is the property alarmed Yes/No

If yes please give alarm code, details and location.....

.....

.....

Will the property be left: (please delete as applicable*)

* Fully Furnished

* Part Furnished

* Un-furnished

* White goods

If white goods are being left in the property are they under guarantee or do you have maintenance contract Yes/No

If yes please supply copy of guarantee details and contact numbers.

If the property is being left Fully/Part furnished please list main items:

Lounge.....
.....
.....
.....

Dining Room.....
.....
.....
.....

Kitchen.....
.....
.....
.....

Utility area.....
.....
.....
.....

Master Bedroom.....
.....
.....
.....

Bedroom 2.....
.....
.....
.....

Bedroom 3.....
.....

.....
.....

Bedroom 4.....

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

If soft furnishings/mattress are being left in the property do they have fire safety lables attached
Yes/No

Please indicated where these lables can be seen

Is there a shower in the bathroom Yes/No

Will a gardener be included in the rent Yes/No

If yes please give name and contact No.....

.....

Do you have a prefered contractor that you would like us to contact on your behalf for any
maintenance issues relating to the property. Please specify:

Plumber Yes/No

If yes name and contact No.....

Electrician Yes/No

If yes name and contact No.....

Builder Yes/No

If yes name and contact No.....

General Maintenance Yes/No

If yes name and contact No.....

Smokers No - No preference
Dogs No - No preference
Cats No - No preference
Children No - No preference
Sharers No - No preference

Are you happy for an advertsing board to be erected at the property Yes/No

Refuse collection day.....

Please supply any additional information that you may think would be of help

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

signed.....Date.....

..