

LANDLORD DETAILS FORM

Name of Landlord(s) _____

Address _____

Contact Telephone Number _____ Email Address _____

BANK DETAILS (Management and Rent Collection Only)

Bank Name & Address: _____

Account Name: _____ Sort Code: _____ Account Number: _____

IS THERE A MORTGAGE ON THE PROPERTY? YES / NO
PLEASE BE AWARE THAT YOU MAY REQUIRE PERMISSION FROM YOUR MORTGAGE COMPANY OF YOUR INTENTION TO LET YOU PROPERTY. FAILURE TO DO SO MAY INVALIDATE THE TERMS OF YOUR MORTGAGE.

IS THE PROPERTY LEASEHOLD? YES / NO
PLEASE BE AWARE THAT YOU MAY REQUIRE PERMISSION FROM YOUR MANAGEMENT COMPANY OF YOUR INTENTION TO LET YOU PROPERTY. FAILURE TO DO SO MAY INVALIDATE THE TERMS OF YOUR LEASE.

IS THERE A MANAGEMENT COMPANY? YES / NO
IF YES PLEASE GIVE THERE DETAILS: _____

HAVE YOU INFORMED YOUR INSURANCE COMPANY THAT YOU INTEND TO LET THE PROPERTY? YES / NO
FAILURE TO DO SO MAY INVALIDATE THE TERMS OF YOUR MORTGAGE.

ADDITIONAL INFORMATION

DOES THE PROPERTY HAVE SMOKE DETECTORS INSTALLED? YES / NO
DENNIS JAMES & CO LTD INSISTS THAT AT LEAST ONE SMOKE ALARM THAT COMPLIES WITH BRITISH SAFETY STANDARDS BE FITTED ON EACH FLOOR. IF THIS IS NOT COMPLETED 72 HOURS PRIOR TO MOVE IN THIS WILL RESULT IN DENNIS JAMES & CO LTD ARRANGING FOR THIS TO BE CARRIED OUT AND THE APPROPRIATE CHARGE MADE TO THE LANDLORD

WILL THE PROPERTY BE RENTED WITH ANY FURNISHINGS? YES / NO
IF THE PROPERTY IS RENTED WITH ANY FURNISHINGS, THEY MUST COMPLY WITH THE FIRE AND FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988. IF YOU ARE IN ANY DOUBT PLEASE CONTACT DENNIS JAMES & CO LTD.

IS YOUR PROPERTY LICENSED AS A HMO? YES / NO
IF THE PROPERTY IS LICENSED PLEASE PROVIDE DETAILS OF YOUR LICENCE TO DENNIS JAMES & CO LTD, IF YOU ARE UNSURE IF YOU NEED A LICENCE OR WHAT A HMO IS PLEASE CONTACT DENNIS JAMES & CO LTD.

DOES THE PROPERTY HAVE ANY HAZARDS OR DANGERS? YES / NO
IF YES PLEASE PROVIDE FULL DESCRIPTION OF WHAT THEY ARE (PLEASE USE ADDITIONAL PAPER IF REQUIRED.): _____

REFUSE COLLECTION

General Waste Collection Day: Weekly / Fortnightly Point of Collection:

Recycling Collection Day: Weekly / Fortnightly Point of Collection:

UTILITIES

<u>SUPPLY</u>	<u>NAME OF SUPPLIER</u>	<u>METER TYPE</u> (KEY / METER / FIXED)	<u>METER LOCATION</u>	<u>CONTACT NUMBERS</u>
GAS	_____	K / M / F	_____	_____
ELECTRIC	_____	K / M / F	_____	_____
WATER	_____	K / M / F	_____	_____
TELEPHONE	_____	N/A	_____	_____
COUNCIL TAX	_____	BAND: __	_____	_____

Please provide below any further details you believe it necessary for the tenant(s) to have:

TAX

ARE YOU A UK RESIDENT? YES / NO

IS THE PROPERTY OWNED 100% BY YOU? YES / NO

IF THE PROPERTY IS JOINTLY OWNED PLEASE LIST EACH OWNERS DETAILS AND THE % HELD BY EACH (please use additional paper if needed):

IF YOU ARE NOT A UK RESIDENT, HAVE YOU COMPLETED AN **NRL1** FORM AND OBTAINED APPROVAL TO RECEIVE YOUR RENTALS WITHOUT THE DEDUCTION OF TAX? YES / NO

IF YES PLEASE ATTACH A COPY TO THIS FORM please note that if we do not hold an NRL approval as above we are required to deduct tax from your rental payments and pay this to the Inland Revenue on your behalf.

STATEMENTS

To improve our efficiency and get your statements to you as quickly as possible we'd like to send them to you by email.

If you are happy to receive them by email please tick here

If you would like to receive a hard copy through the post and not by email please tick here

If you would like us to forward a copy of the statement to your Accountant or Tax Advisor please tick here

Email address for Accountant/Tax Advisor: _____

GAS SAFETY: THE LAW AND HOW IT AFFECTS YOU

With around 30 deaths per year from carbon monoxide poisoning caused by poorly installed or badly maintained gas appliances and flues, the GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1998 (Health and Safety Work Act 1974 is the governing legislation) demands that all landlords must maintain gas appliances in the property and the appliances must be inspected and passed annually by a GAS SAFE qualified inspector. Failure to comply with the regulations carries a fine of up to £5,000 and/or imprisonment of six months (or more).

We are now legally required to ensure that no tenancy is allowed to commence until all parties (landlord, tenant and agent) are in receipt of a valid Gas Safety Certificate. Given the danger of gas we are sure you can appreciate this. Therefore, we must be in receipt of the certificate 72 hours (3 days) before the tenancy commences, where we are not in receipt of the certificate we will have no alternative but to instruct our GAS SAFE registered plumbers (Combi-Tech) to carry out the certificate and add the cost of £70 to your account. We are sorry for any inconvenience this may cause but as stated we are legally required.

Therefore we ask that prior to move-in you either:

- 1) Supply an up to date copy of the GAS SAFE Gas Safety Certificate on the property listed at the end of this form;
- 2) Instruct ourselves to organise a GAS SAFE Gas Safety Certificate on your behalf. Our approved supplier is COMBI-TECH (GAS SAFE registered 198963) the price of a Gas Safety Certificate is £70.

PLEASE TICK WHICH OPTION YOU CHOOSE:

OPTION ONE I hereby authorise Dennis James & Co LTD to instruct their supplier, COMBI-TECH (GAS SAFE registered 198963) to carry out a GAS SAFE Gas Safety Certificate. **I AGREE TO PAY THE COST OF THE SERVICE, £70**

OPTION TWO Please find enclosed an up to date GAS SAFE Gas Safety Certificate for the Property. I am aware that failure to produce this item **72 hour prior to the date of move in** will result in Dennis James & Co instructing their supplier, COMBI-TECH (GAS SAFE registered 198963) to carry out the certificate and the cost of which (£70) will be deducted from my statement.

ENERGY PERFORMANCE CERTIFICATE

As you may be aware from the 1st of October 2008, all rental properties with a new tenancy in England and Wales will be required to have an Energy Performance Certificate. As a landlord you will need to provide an EPC which will be valid for ten years to prospective tenants, the first time you let or re-let your property.

Therefore we ask that prior to move in you either:

- 1) Supply an Energy Performance Certificate on the property listed at the end of this form;
- 2) Instruct ourselves to organise an Energy Performance Certificate on your behalf. A qualified Domestic Energy Assessor will visit your property collect standard information on the property including its size, how it is constructed and its hot water and heating systems. The information is then fed into a government approved software programme which produces the EPC.

IMPORTANT: If you choose to provide us with a copy of the Energy Performance Certificate from your own supplier we must receive it prior to the date of advertising otherwise we will have to instruct our own supplier and add the cost to your invoice.

OPTION ONE I hereby authorise Dennis James & Co LTD to instruct their supplier. **I AGREE TO PAY THE COST OF THE SERVICE OF £70**

OPTION TWO Please find enclosed an up to date Energy Performance Certificate for the Property. I am aware that failure to produce this item **prior to the date of advertising** will result in Dennis James & Co instructing their supplier to carry out the certificate and the cost of which (£70) will be deducted from my statement.

ELECTRICAL SAFETY

The Electrical Safety Regulations require that all electrical appliances and the fixed electrical wiring in a property should be safe. All portable appliances and associated leads should be visually checked before each tenancy. Portable Appliances should be tested periodically. In regards to these regulations we insist on evidence of the following Checks and Reports on all managed properties and would strongly advise that these be obtained for all non-managed properties also.

Therefore we ask that prior to move-in you either:

- 1) Supply up to date copies of the Electrical Safety Checks on the property listed at the end of this form;
- 2) Instruct ourselves to organise a NICEIC registered electrician to carry out the Electrical Safety Check on your behalf. Our approved supplier is A S Down and the price is done on a property by property basis so please feel free to contact us to confirm a price.

OPTION ONE I hereby authorise Dennis James & Co LTD to instruct their supplier A S Down. **I AGREE TO PAY THE COST OF THE SERVICE**

OPTION TWO Please find enclosed up to date Electrical Safety Checks for the Property listed at the end of this form. I am aware that failure to produce these **48 hours prior to the date of move in** will result in Dennis James & Co instructing their supplier to carry out the certificate and the cost of which will be deducted from my statement.

OPTION THREE I warrant that all electrical wiring, plugs, equipment and appliances are in good working order and are electrically safe. PLEASE NOTE THIS OPTION IS NOT APPROPRIATE IF WE ARE TO MANAGED YOUR PROPERTY.

KEYS

Dennis James & Co require a full set of keys for the property if managed, in addition each tenant will need a complete set. If the property has a Gas or Electric Meter in a Meter box, you will need to supply a meter box key to the property.

MANAGED PROPERTIES MAINTENANCE / REPAIRS

I/WE AUTHORISE DENNIS JAMES & CO Ltd TO ARRANGE MAINTENANCE / REPAIRS UP TO £ _____ PER CALENDAR MONTH WITH OUT PRIOR NOTIFICATION.

I/WE AGREE THAT THE ABOVE INFORMATION GIVEN BY THE LANDLORD(S) IS TRUE AND CORRECT. (IF THE PROPERTY IS JOINTLY OWNED BOTH PARTIES MUST SIGN.

Signed..... Full Name..... Date.....

Full Address:

Signed..... Full Name..... Date.....

Full Address:

Full Address of property to be let:

..... **Postcode:**

Landlord Check List

Please use this check list to ensure you have completed the relevant forms and supplied with the relevant documents.

ITEM

PLEASE TICK

Signed Terms of Business stating agreed level of service	
Landlord Details Form completed. (Signed by each landlord if more than one)	
Copy of photographic identification on each Landlord	
Proof of address for each Landlord	
Proof of Ownership of property to be let	
Gas Safe Certificate (Have you chosen an Option and attached the relevant documents if applicable?)	
Energy Performance Certificate (Have you chosen an Option and attached the relevant documents if applicable?)	
Electrical Safety (Have you chosen an Option and attached the relevant documents if applicable?)	
Keys (Dennis James & Co require a full set of keys for the property if managed, In addition, each tenant will require a set.)	
Manuals for White Goods, Shower, Boiler etc (Dennis James & Co require manuals to be left in the property in order that the tenants have operating instructions. This may save unnecessary call-out charges.)	