

New Property information Form



Please complete this form with as much information as possible, this information will enable us to manage your property without troubling you as the Landlord with questions or queries unless deemed necessary. Should you have any questions at all please do not hesitate to contact us at the office.

Name[s] To Be Used On Lease:

Property Address –

Landlord Home Address –

Contact Number –

Email Address –

Alarm Code –

Legal requirements:

Do you hold a current Gas Safety certificate for the property?

Yes **No**

If no: Please see enclosed information pack in regards to legal requirements. Would you like Stuart Smith to arrange for a Gas Safety Certificate to be conducted at a minimum charge for the provision of a Gas Safety Certificate is £84.00 (Inclusive of VAT) The price is dependent on the number of Gas appliances in the property.

Yes **No**

Do you hold a current Energy Performance Certificate for the property (EPC)?

Yes No

If no: Please see enclosed information pack in regards to legal requirements. EPC's are valid for 10 years and as such we can check the EPC register to see if you have a valid EPC free of charge. Should there not be valid on the EPC on the register would you like Stuart Smith to arrange an Energy Performance Certificate to be carried out at a cost of £102.00 (Inclusive of VAT)

Yes No

Are Tamperproof/ hardwired smoke alarms present at the property?

Yes No

If no: Please see enclosed information pack in regards to legal requirements. Would you like Stuart Smith to arrange installation of 10 year tamperproof alarm(s) to comply with regulations at a cost of £84.00 (Inclusive of VAT) per alarm.

Yes No

Are tamperproof Carbon Monoxide alarms present at the property?

Yes No

If no: Please see enclosed information pack in regards to legal requirements. Would you like Stuart Smith to arrange installation of 10 year tamperproof alarm(s) to comply with regulations at a cost of £60.00 (Inclusive of VAT) per alarm.

Yes No

Legionnaires Risk Assessment conducted at the property?

Yes No

If no: Please see enclosed information pack in regards to legal requirements. Would you like Stuart Smith to arrange for a legionella risk assessment to be conducted at a cost of £66.00 (Inclusive of VAT) if conducted with a gas safety inspection, or on a standalone tariff of £90 (Inclusive of VAT) Please note: for additional bathrooms/ en-suite or a utility room, there would be an additional charge of £18.00 (Inclusive of VAT) for each outlet.

Yes No

Utilities:

Electricity Supplied By

Gas Supplier-

Water Supplier-

Telephone Supplier-

Local Authority-

Council Tax Band-

Location of Stop Tap-

Bank Details-

Method of Payment:

Bacs Transfer

Cheque

Payment date:

Mid-Month

Month End

N.B. Mid-month payments are sent if the 15th of every month. Month end payments are sent on the last day of every month. Please allow 3 working days for the funds to reach your account.

If you wish to receive payments direct into your account, please provide details as follows:

Account holders Name:
Bank and Branch Name:
Recipient's Sort Code:
Recipient's Account No:

Signed: Landlord: _____

Print Name: _____