

Landlord Information Required for Managed Properties

Landlord Name

Date

.....

.....

Landlord

Duplicate Statement to

Home Address

(if required) ie Accountant

.....

Name

.....

.....

Address

.....

.....

.....

.....

.....

Telephone

.....

No's

Home

.....

Telephone

.....

No

Work

.....

Special

.....

Instructions

Mobile

.....

.....

E-mail

.....

.....

address

Statement by e-mail?

Yes /No*

If you opt to receive a copy of your statement by email, you will still receive the original in the post with any invoices attached.

Bank Details

Name of

.....

Name

.....

Bank

Address

.....

Account No

.....

.....

Sort Code

.....

.....

Other Useful Information

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Information of Property To Be Let

Available from/...../.....

Address and postcode
.....
.....

Name of any current occupier
Contact Details

Basic Details of your Property

Type of property Total No bedrooms

If flat - on which floor No double bedrooms

Furnished - Non/Part/Fully*

- | | | |
|--|---|---|
| Gas central heating <input type="checkbox"/> | Eco 7/Smart Heat <input type="checkbox"/> | En-Suite B/Room <input type="checkbox"/> |
| Shower <input type="checkbox"/> | Gas/Electric* cooker <input type="checkbox"/> | Washing machine <input type="checkbox"/> |
| Dryer <input type="checkbox"/> | Door intercom <input type="checkbox"/> | Double glazing <input type="checkbox"/> |
| Fridge <input type="checkbox"/> | Freezer <input type="checkbox"/> | Microwave <input type="checkbox"/> |
| Garage <input type="checkbox"/> | Dishwasher <input type="checkbox"/> | Off road parking <input type="checkbox"/> |
| Cellar <input type="checkbox"/> | Burglar alarm <input type="checkbox"/> | Garden <input type="checkbox"/> |

Please provide the following:

1. A copy of your buildings insurance certificate
2. Letter of permission to let from any lender or recent mortgage statement
3. Electrical Inspection Certificate carried out within the last 5 years
4. Gas safety Inspection Certificate carried out in 12 months
5. Energy Performance Certificate carried out in last 10 years

Which type of inventory would you like us to carry out?

- Standard Inventory & Condition Report (*Included in management service*)
- Comprehensive Inventory & Condition Report with Photo's (*chargeable*)
- I will supply my own inventory (please email a copy)

Agreed advertised rent per calendar month £..... exclusive of council tax and utilities

Any other information

Please write any other information below and/or if you prefer, please write your own brief description of the property that you would like to appear in any marketing.

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

*Delete as applicable

Tick as appropriate

Tick if you would like Montrose to organise certificate