

SCHEDULE A Information Required

PLEASE SELECT THE SERVICE YOU REQUIRE

a) Let only Service b) Management Service c) Management Plus Service

LANDLORD DETAILS

Name _____ Date _____

Home address _____

Postcode _____

Home telephone _____ Work telephone _____

Mobile _____ Email address _____

Preferred means of contact _____

Email address to receive copy statement _____

Statements will be sent by email - Would you like to receive a paper copy in the post also? Yes No*

DUPLICATE STATEMENT to (if required) ie Accountant (management services only)

Name _____

Address _____

Postcode _____

Telephone _____ Email address _____

BANK DETAILS

Name of Bank _____

Address _____

Postcode _____

Account name _____

Account number _____ Sort Code _____

OTHER USEFUL INFORMATION

SCHEDULE A Information Required

DETAILS OF PROPERTY TO BE LET

Property available from / /

Property address

Postcode

Name of any current occupier

Contact details

Agreed advertised rent per calendar month £

Exclusive of council tax and utilities

Basic property details

Type of property			Number of bedrooms
If flat - on which floor			Number of double bedrooms
Unfurnished <input type="checkbox"/>	Part furnished <input type="checkbox"/>	Fully furnished <input type="checkbox"/>	
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	<input type="checkbox"/>	
2. Letter of permission to let from any lender or recent mortgage statement	<input type="checkbox"/>	
3. Electrical Inspection Certificate carried out within the last 5 years	<input type="checkbox"/>	<i>We can organise documents 3 to 5 listed here for all Let only and Management services upon request (please tick if you would like Montrose to organise these <input type="checkbox"/>).</i>
4. Gas safety Inspection Certificate carried out in 12 months	<input type="checkbox"/>	
5. Energy Performance Certificate carried out in last 10 years	<input type="checkbox"/>	

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

Standard Inventory & Condition Report (<i>Included in management service</i>)	<input type="checkbox"/>
Comprehensive Video Inventory & Condition Report (<i>chargeable or included as part of our management plus service</i>)	<input type="checkbox"/>

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.

Please continue over...