

LANDLORD DETAILS FORM

Please complete this form and include as much information as possible, as this will enable us to manage your property most effectively.

1. LANDLORD IDENTITY & OWNERSHIP

We must establish the landlord's identity and confirm ownership of the property by obtaining the relevant documents (UK driving licence or passport) along with title deeds/solicitor paperwork. We are also required to carry out AML and sanctions checks.

OFFICE USE ONLY:

ID provided Proof of ownership AML check completed

2. BUILDING INSURANCE

Please provide a copy of your building insurance policy.

(Note: If leasehold, insurance may be included in service charges.)

OFFICE USE ONLY: Insurance documents provided

3. LANDLORD DETAILS

LANDLORD 1

Name:

.....

Address:

.....

.....

Mobile:

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Email:

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LANDLORD 2

Name:

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Address:

.....

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Mobile:

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Email:

.....

4. BANK DETAILS (FOR RENT PAYMENTS)

ACCOUNT 1

Account Name:

.....

Bank Name:

.....

Account No:

Sort Code: - -

ACCOUNT 2 (If applicable)

Tick if same as Account 1

Account Name:

.....

Bank Name:

.....

Account No:

Sort Code: - -

5. PROPERTY DETAILS

Full Address of Property:

.....

Property Type (House/Flat/HMO/Other):

.....

FINANCIAL & LEGAL

Is the property mortgaged? **YES / NO**

Permission from lender to let? **YES / NO / N/A**

TAX & RESIDENCY

(We must deduct tax for non-residents unless valid NRL number held)

Are you resident in the UK for tax purposes? **YES / NO**

If not, NRL certificate provided

NRL Number:

.....

6. FLATS / APARTMENTS BLOCK MANAGEMENT (IF APPLICABLE)

Company Name: Contact Person:

Phone Number: Email:

7. FEES AND CHARGES

Let Only Set-Up Fee (£):

Managed Monthly Fee (%): Managed Set-Up Fee (£):

8. COMPLIANCE & SAFETY CERTIFICATES

CERTIFICATE TYPE	REQUIRED?	COST
Gas Safety Certificate	Y / N	<i>Please check the price list</i>
Gas Certificate & Service	Y / N	
EICR (Electrical Report)	Y / N	
EPC (Energy Performance Cert)	Y / N	
Legionella Risk Assessment	Y / N	

9. KEYS, METERS & ALARM INFORMATION

Number of keys provided:

KEYS INVENTORY:

- Front Door Patio Door Back Door Garage Door
 Other:
-

UTILITY LOCATIONS & CODES:

Alarm Code: Stopcock Location:
Fuse Box Location: Electric Meter Location:
Gas Meter Location: Water Meter Location:

RESTRICTIONS:

Parking restrictions:

Satellite dish restrictions:

LANDLORD 1 SIGNATURE:

Date: _____

LANDLORD 2 SIGNATURE:

Date: _____

Thank you for choosing Premier Property Services