



Landlord Contact Details

Name / Names		
Telephone Numbers	Landline	
	Mobile	
Address for Correspondence		
Email Address		
Properties offered for managemnt service	<p>Address 1</p> <p>Address 2</p> <p>Address 3</p> <p>Address 4</p> <p>Address 5</p> <p>More? (complete additional sheets below)</p>	
Date of Submission		

Property 1 Details

Full Postal Address		
Property Type		e.g. Terraced, Semi
Number of Bedrooms / bedspaces		eg. 3 bed 5 person
Heating Type		
Parking (location on / off street)		
Gardens Front / Rear (or Yard)		
Other Notable features		
Council Tax (£ amount)		
Water Rate (£ amount)		
Gas Safety Certificate (date of expiry)		Copy attached?
Electrical Safety Certificate (date of issue)		Copy attached?
Energy Performance Certificate		Copy attached?
Rent Proposed £ Per calendar Month		

Property 2 Details

Full Postal Address		
Property Type		e.g. Terraced, Semi
Number of Bedrooms / bedspaces		eg. 3 bed 5 person
Heating Type		
Parking (location on / off street)		
Gardens Front / Rear (or Yard)		
Other Notable features		
Council Tax (£ amount)		
Water Rate (£ amount)		
Gas Safety Certificate (date of expiry)		Copy attached?
Electrical Safety Certificate (date of issue)		Copy attached?
Energy Performance Certificate		Copy attached?
Rent Proposed £ Per Callendar Month		

Property 3 Details

Full Postal Address		
Property Type		e.g. Terraced, Semi
Number of Bedrooms / bedspaces		e.g. 3 bed 5 person
Heating Type		
Parking (location on / off street)		
Gardens Front / Rear (or Yard)		
Other Notable features		
Council Tax (£ amount)		
Water Rate (£ amount)		
Gas Safety Certificate (date of expiry)		Copy attached?
Electrical Safety Certificate (date of issue)		Copy attached?
Energy Performance Certificate		Copy attached?
Rent Proposed £ Per Callendar Month		

Property 4 Details

Full Postal Address		
Property Type		e.g. Terraced, Semi
Number of Bedrooms / bedspaces		eg. 3 bed 5 person
Heating Type		
Parking (location on / off street)		
Gardens Front / Rear (or Yard)		
Other Notable features		
Council Tax (£ amount)		
Water Rate (£ amount)		
Gas Safety Certificate (date of expiry)		Copy attached?
Electrical Safety Certificate (date of issue)		Copy attached?
Energy Performance Certificate		Copy attached?
Rent Proposed £ Per Callendar Month		
For Office use		

Date of first Contact		
Property Inspection date By (Name)		
Action 1 / by who / date		
Action 2 / by who / date		
Action 3 / by who / date		
Action 4 / by who / date		
Sucesful Sign up ? / If not reason given		
Date of sign up / Agreement signed		