

Property Management Forms Of Instruction

To be completed by the Landlord

Please complete as far as possible. A member of staff from select agencies will be pleased to assist you to complete this questionnaire before we take over the management of your property.

Address of managed property

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Garage/Bay No. (if applicable)

Landlord

Full name/s.....

Address.....

HomeTel..... WorkTel..... Fax.....

Email address.....

New Address for
correspondence.....

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New Home No..... New Work No..... New Fax.....

Emergency contact

Name

Address

Tel.

Do they hold power of attorney YES/NO

Do they hold a key YES/NO

Landlord's Bankers Details

Rental income is normally paid into your UK Bank/Building Society account with a statement to you monthly at the forwarding address supplied.

Bank/Building Society.....

Address.....

Account number.....sort code.....

Account name.....

Contact Name.....Tel.....Fax.....

Final accounts

Address you require final accounts for Gas, Electric & Phone to be sent to

.....

Do you wish Select Agencies to settle final accounts from rental received **YES/NO**

Landlords insurance details

Name and address of insurance company(ies) or broker.

Building Insurance

Company name.....

Address.....

Tel..... Fax.....

Policy number..... Name of insured.....

Expiry date.....

Contents Insurance

Company name.....

Address.....

Tel..... Fax.....

Policy number..... Name of insured.....

Expiry date.....

Landlord's mortgage details

The mortgagees have been advised that the property has been let yes/no*

Mortgagee.....

Address.....

Account number.....

Under the landlord and tenant act 1987 it is a requirement that the landlords name and address must appear on all rent demands. It is therefore necessary for you to provide an address in the United Kingdom, where notices, including notices of legal proceedings can be served.

In order to assist our clients, if your address is outside the United Kingdom and cannot be used as an Address For Service of documents we confirm that Select Agencies are prepared to act as the Address For Service of documents. We confirm

that Select Agencies are prepared to act as the Address For Service of documents to comply with the provisions of the Landlord And Tenant Act.

Although we will use our best endeavours to forward notices on to you quickly, we must point out that we cannot accept any liability for any loss or damage arising either directly or indirectly from our actions.

Accountants details

Company name.....

Person acting.....

Address.....

Telephone number.....Fax no.....

Tax

As your Managing Agent we are sometimes obliged to make a return to the Inland Revenue stating names and addresses of our clients. Please confirm that whilst Select Agencies are managing your property whether you will be resident in the UK or abroad.

I/we shall be resident: in the UK.....Overseas.....

If you are going overseas please provide full details of your Tax Reference and National Insurance numbers.

Name.....

Address.....

Tel.....Fax.....

Tax Reference No.....

National Insurance No.....

Headlease

If your property is leasehold, please advise us of where we can obtain a copy of the Headlease of the property. Should the tenant wish to inspect it they are legally entitled to do so.

Details of landlords tradespeople to be used

Please give names, addresses & telephone numbers.

Please state whether they have agreed to invoice us allowing 30 days credit.

Plumber:

will invoice us. YES/NO

Electrician:

will invoice us. YES/NO

General builder:

will invoice us. YES/NO

If you do not have any of the above and require us to recommend someone, or use our own specialised maintenance persons please state YES/NO*

Unless otherwise instructed we will, on your behalf authorise repairs and renewals up to the sum of £300.00 plus VAT for any one item at any one time, for repairs in excess of this amount and where circumstances allow, we will contact you with appropriate estimates for repairs and renewals (unless we have to carry out emergency repairs).

Equipment information

Please give details on your domestic appliances that are still under guarantee. It is essential that we have this information for our records. We would recommend that a folder is left in the property with general information and instructions for using appliances-please attach any quarantees or contracts to this form.

Heating Type..... Model No..... Age.....

Guarantee/Contract..... Expiry Date.....

Agreement/Ref No..... Company
Date.....

Contractors Name..... Tel
No.....

Address.....

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Cooker type.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company name.....

Contractors name.....tel no.....

Address.....

Hob type.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company.....

Contractors name.....tel no.....

Address.....

Washing machine

Or washer drier.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company.....

Contractors name.....tel no.....

Address.....

Dishwasher.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company.....

Contractors name.....tel no.....

Address.....

Vaccum cleaner.....model no.....age.....Guarantee/contract.....expiry date.....

Agreement/ref no.....company.....

Contractors name.....tel no.....

Address.....

Burglar alarm type.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company name.....

Contractors name.....tel no.....

Address.....

Lawn mower type.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company name.....

Contractors name.....tel no.....

Address.....

Others.....model no.....age.....

Guarantee/contract.....expiry date.....

Agreement/ref no.....company name.....

Contractors name.....tel no.....

Address.....

Valuables

Please list any individual items such as antiques, paintings etc, with a value more than £1000 (if appropriate). We would however strongly recommend that any valuable items are removed from the property. We would not recommend that you leave any valuable items in the loft or in a locked room.

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General information

Please advise us the location of the following:

If water is metered, where is the meter.....

Mains Water Stop Cock.....

Gas Meter.....

Electricity Meter.....

Is the electricity meter a prepayment/key meter **YES/NO**

Time Clocks.....

Fuse Box.....

Is the loft boarded? **YES/NO/N/A**

Are loft and pipes adequately lagged? **YES/NO/N/A**

Is the hot water storage tank lagged? **YES/NO/N/A**

Has the wiring at the property been tested
in the last ten years? **YES/NO/N/A**

Have the gas appliances been serviced and tested **YES/NO/N/A**

Which of the garden fences at the property are your responsibility?.....

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UTILITY COMPANIES

GAS

Name.....

Address.....

Tel..... Fax.....

ELECTRICITY

Name.....

Address.....

Tel..... Fax.....

WATER

Name.....

Address.....

Tel.....Fax.....

LOCAL AUTHORITY

Name.....

Address.....

Tel.....Fax.....

Signed.....Print Name.....Date.....
(Signature) *(Landlord's Name)*

Signed.....Print Name.....Date.....
(Signature) *(Landlord's Name)*