

Property Management Questionnaire

Property to be Managed

Property Address:

Postcode:

Property Telephone Number:

Landlord(s) Details / Forwarding Details

Full Name:

Ownership (%)

Full Name:

Ownership (%)

Address:

Postcode:

Home Telephone Number:

Business Telephone Number:

Fax:

Mobile Number:

Email:

Joint statements and one payment to a designated account will be set up, unless otherwise requested.

Final Accounts and any Redirection Address

Forwarding address for final accounts, gas and electricity etc. including any possible mail (other than 'junk' mail), to be sent to:

OR please indicate if you wish us to settle final accounts from the rental received **Yes / No***

Please note you must arrange transfer of the telephone service directly with British Telecom / Cable company.

Emergency Contact Details

Full Name:

Address:

Postcode:

Home Telephone Number:

Business Telephone Number:

Fax:

Mobile Number:

Email:

Landlords Bankers Details

Rental income is paid into your UK bank / building society account within 14 working days of receipt and a statement of account sent to you at the forwarding address supplied.

Contact Name (if known):

Name of Bank / Building Society:

Address:

Postcode:

Account Number:

Sort Code:

Account Name:

Property Management Questionnaire *continued*

Landlord's Mortgage Details

Is there a mortgage on the property: **Yes / No***
The mortgagees have been advised that the property is to be rented and consent to be granted: **Yes / No***

Mortgagee

Address:

Postcode:

Account Number:

Landlords Insurance Details

Contact details of insurance company or broker.

A) Building Insurance

Company Name:

Address:

Postcode:

Telephone Number:

Fax:

Policy Number:

Name of Insured:

B) Contents Insurance

Company Name:

Address:

Postcode:

Telephone Number:

Fax:

Policy Number:

Name of Insured:

Leasehold Owner / Agent

Contact details of the landlord or block managing agent:

Name:

Address:

Postcode:

Telephone Number:

Overseas Landlords

If you are a resident outside the United Kingdom at any time during the term of the tenancy please carefully read the following: Under the Taxes Management Act 1970, section 78 and 83 this company is assessed for basic rate of tax due from rent received by landlords resident abroad. We therefore reserve the right to retain a portion of the rental income to meet this tax assessment. We may pay the rental income without withholding tax, provided we receive a UK Income Tax Exemption Approval Number from the Inland Revenue Centre for Non Resident Landlords in Nottingham. In order to make an application you must submit form nr11 to the Inland Revenue. Further information is available from <http://www.inlandrevenue.gov.uk/cnr/> We are able to supply you with the necessary form, alternatively you are able to download the form from the Inland Revenue website.

Copy Statements

Name and address of person or company resident in the UK who you require a copy of your statement to be sent to e.g. your accountant, solicitor or tax advisor.

Contact Name:

Company Name:

Address:

Postcode:

Telephone Number:

Fax:

Utility Suppliers and Local Services

Gas Company Name:

Telephone:

continued over

Property Management Questionnaire *continued*

Utility Suppliers and Local Services *continued*

Electricity Company Name:

Telephone:

Water Company Name:

Telephone:

Local Authority Council Name:

Telephone (*for Council Tax*):

Council Tax Band and Amount p.a.

Refuse Collection Day and Approximate Time:

Drainage – Mains / Cesspool / Septic Tank.

(*If not mains drainage, please state clearance company to be used.*)

Name:

Telephone Number:

Frequency:

Property Details

Location of Mains Water Stop Cock:

Location of Water Meter (*if supply metered*):

Location of Gas Meter:

Location of Electric Fuse Box / Circuit Breaker:

Location of Electric Meter:

Location of Allocated Parking Space / Details of Residents Permits:

Responsible for Left / Right / Rear Boundary Fences:

Appliance Maintenance Repair Cover and Guarantees or Warranties

Appliance	Agreement No. or Reference	Make / Model No.	Company Name	Contact Tel No.	Valid Until
Central Heating System:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Central Heating Boiler:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washing Machine:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tumble Dryer:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacuum Cleaner:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas / Electric Cooker:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microwave Oven:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Refrigerator Freezer:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fridge / Freezer:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dishwasher:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lawnmower:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Information:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide manufacturers manuals or user instructions on all appliances that are to be included in the let.
Please also advise us if there are any on going maintenance issues that need to be resolved.

Property Management Questionnaire *continued*

Alarm / Security Systems

If there is a mains operated intruder or fire detection alarm system at the property, please provide details and note that landlords are responsible for the maintenance on such systems.

Alarm System Type and Usage:

Location of Alarm:

Entry / Exit / Reset Instructions:

Details of Trades Persons to be Used

Please give names, addresses and telephone numbers of any specific trades person you wish for us to use. Please state to them, that they must be suitably qualified and invoice us allowing 30 days credit for payment or invoice you direct.

Plumber:

Telephone Number:

Will Invoice Us:

Yes No

Electrician:

Telephone Number:

Will Invoice Us:

Yes No

General Builder:

Telephone Number:

Will Invoice Us:

Yes No

Gardener:

Telephone Number:

Will Invoice Us:

Yes No

Alarm Engineer:

Telephone Number:

Will Invoice Us:

Yes No

If you do not have any of the above we will recommend one of our contractors to carry out the works. Unless otherwise instructed we will on your behalf authorise repairs and renewals up to the sum of £150. Where circumstances allow we will contact you with appropriate estimates for repairs and renewals in excess of this figure, unless we have to carry out emergency repairs.

Pre-tenancy

A) Cleaning

A professional pre-tenancy clean of the property, carpets and upholstery is recommended prior to the Tenancy commencement date and whilst the property is unoccupied, thereby setting a standard we can ensure is maintained by your tenants. Please state if you would like professional cleaning organised on your behalf. **Yes / No***

B) Smoke Detectors

In the interests of Tenant safety, we strongly recommend smoke detectors are fitted on the ceilings of the hallway or landings on each storey of the property. Please state if you would like battery powered smoke detectors supplied and fitted on your behalf. **Yes / No***

C) Carbon Monoxide Detectors

For properties with fuel burning equipment such as a gas boiler, we recommend a carbon monoxide detector is fitted as a precaution. The consumer product safety commission (cpsc) recommends it is located near to bedrooms on a landing ceiling. Please state if you would like a battery powered carbon monoxide detector supplied and fitted on your behalf. **Yes / No***

D) Chimneys

If there are any open fires that are available for use, it is recommended they are cleaned prior to or within 6 months before the start of the Tenancy. Please state if you would like chimney cleaning to be organised on your behalf. **Yes / No***

Void Periods

Please state if you require our management services between Tenancies. **Yes / No***

Our charge for this service is charged pro-rata on a weekly basis. Please ask for details of service if stated yes.

Landlord's Signature:

Date:

Landlord's Signature:

Date:

General notes:

Where appropriate, words importing the singular shall include plural. Where VA T is applicable it will be charged at the appropriate rate.

Rees & Associates Property Management are members of:

