



## Questionnaire

(PLEASE PRINT YOUR ANSWERS)

### Personal Details

Owner(s) Full Names

(Mr./Mrs./Miss./Ms.)

(Mr./Mrs./Miss./Ms.)

Your home address whilst property is let

Home Telephone

Work Telephone

E-mail Address

Mobile Telephone

### Your nominated account to receive rent payments

Bank/Building Society Name:		
Address:	Acct Name:	
	Acct No:	
Postcode:	Sort Code:	

### Information on property to rent

Address of property you wish to let

Postcode

If currently residing in the property.  
When would it be vacant for possession?

**Please supply a letter from your mortgage company showing that they will allow this property to be let under an Assured Shorthold Tenancy.**

Property types (please tick / specify)

House  Bungalow  Flat  Annexe  Other

Detached  Semi Detached  Terrace  Other

Kitchen  Kitchen Diner  Dining Room  Lounge  Lounge Diner  Utility

Office  Study  Garage  Parking

Will the property be: Furnished  Part Furnished  Unfurnished (Preferable)

Will any white goods be included? E.g. Cooker, Fridge, Freezer, Washing machine etc

Number of bedrooms  Number of reception rooms

Council Tax Band  Age of Property i.e year built and year of any extension added

Existing Telephone Number at the Property

Energy Performance Certificate No:  Please enclose a copy. If you do not already have a certificate can we instruct our Assessor to contact you to arrange this certificate prior to advertising? Yes  No

**Utility supplies**

Type of Central heating

Gas supply? Yes  No

Date of last service  Record held by

(IF NO RECORDED SERVICE HAS BEEN CARRIED OUT WITHIN THE LAST TWELVE MONTHS BY LAW THIS MUST BE CARRIED OUT BEFORE A TENANCY BEGINS)

We would prefer that our recommended contractor 'PRO-GAS' is used in conjunction with the annual gas certificate. We have confidence in this contractor for promptly carrying out renewals.

Do you wish us to arrange a gas certificate now with 'PRO-GAS' Yes  No   
And annually whilst the property is let? Yes  No

If 'no' who will carry out the work?

Gas Supplier  Suppliers telephone number

Position of gas meter

Gas meter serial number (If known)

It is a legal requirement to ensure that electric sockets and fittings as well as any appliances in rented properties are safe and fit for purpose. Therefore would you like us to instruct a contractor to carry out an electrical safety inspection of the property, and in future between tenancies?

If you are arranging this yourself please sign in the box for No

Yes  No

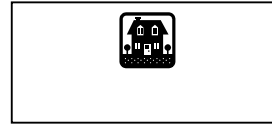
Electricity Supplier Suppliers telephone Number

Position of electricity meter

Electricity meter serial number (If known)

Is the water in the property metered? Yes  No

If the property is metered, please sketch approximate positioning



Please give brief description of location

Water meter serial number (If known)

Position of cold water stop tap

Type of drainage: Mains  Cess pit / Sceptic tank

If there is a cess pit / septic tank please state location and say when it was last emptied

Are there a solid fuel / open fires on the premises: Yes  No

If there are solid fuel / open fires on the premises it is advisable to have the chimney swept before the Tenant begins their tenancy. Would you like us to arrange this? Yes  No

Day and time of refuse collection

Is there a T V Aerial Analogue / Digital? at the Property

Have you fitted Smoke Alarms

Will you allow a Sky Dish to be fitted

Mains Electric Yes/No

Battery Yes/No

**Landlords Requirements**

Anticipated letting period

Will you accept tenants where it is known beforehand that their rent will be paid (at least in part) by Housing benefit? These tenants would usually under our referencing scheme have guarantor with a reasonable income YES  NO  AGENT DISCRETION

Are dogs to be allowed? YES  NO  AGENT DISCRETION

Are Cats to be allowed? YES  NO  AGENT DISCRETION

Are children acceptable? YES  NO  AGENT DISCRETION

Are Smokers Acceptable? YES  NO  AGENT DISCRETION

We have enclosed two complete sets of keys to the property: Yes  No

If we do not have at least one spare set of keys at the office I give permission to get a front door key cut to be held at the office.

Any other instructions

**Signed by the Landlord.....**

