



Letting & Management Service Landlords Information

Please complete in full and return to the Elite Lettings branch

THE LANDLORD(S)

1. Surname:
 Forename(s):

2. Surname:
 Forename(s):

3. Company
 (if applicable)

Full Address:
 (for future correspondence)
 Postcode:

Contact Details: Home: Work:
 Mobile: Email:

Bank Account: Bank Name:
 Bank Address:
 Account Name:
 Sort Code: - - Account No:

THE PROPERTY

Full Address

 Postcode:

When is the property available from?

Will you consider: Pets: Yes No Children: Yes No Smokers: Yes No

GENERAL INFORMATION

Any rights of way, shared drains, boundaries or other rights/restrictions affecting the property

Location of:

Alarm:

Entry Code:

Main Water Stop Cock:

CH Boiler:

Gas Meter & Supplier:

Electric Meter & Supplier:

Water Meter:

Furnished / Unfurnished?

Gas Safety Regulations:

Do you require Elite Lettings to arrange Gas Safety Checks?

Yes

No

Electrical Safety Regulations:

Do you require Elite Lettings to arrange Electrical Safety Checks?

Yes

No

If the property is mortgaged have you obtained permission to let?

Yes

No

Council Tax Band:

Has the property got buildings insurance?

FOR FLATS

Location of dustbin store:

Date of Refuse Collection:

Parking Space / Garage Number:

Managing Agent:

(if applicable)

Tel No:

CONTRACTORS / REPAIRS

We have a preferred supplier list for all maintenance services.

Please authorise the limit of expenditure:

upto £100

upto £200

upto £500

We require a minimum of 3 sets of keys to market. Please state number transferred:

Signed:

Date:

Signed by Elite Lettings:

Date: