

## LANDLORD: FULL PROPERTY QUESTIONNAIRE

This questionnaire is a rather lengthy document, but it is necessary for the efficient management of your property. Please take time to complete the form as accurately and fully as possible. If there are any questions to which you do not know the answers and cannot easily find out, leave them blank; but equally if there is any additional information you feel we should have, please add it to the form.

Address of property to be let:				
	Postcode:	Tel no:		
Full name(s) of owner(s):				
Address for communication:				
	Postcode:			
Contact details:	Home tel no:	Office tel no:		
	Fax:	Mobile:		
	Email:			
Please state, if we should not send certain types of information by fax or email				
Alternative emergency contact in UK:	Name:			
	Address:			
	Home tel no:	Office tel no:		
	Email:			
	Who are they?			
Period of availability:	From	To:		
Is this finite or likely to be extended?				
Can we erect a "To Let" board at the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Tenant criteria	Smokers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sharers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Any other comments:				
What rent would you like to achieve?	£			
Is there a minimum rent that you would accept without further discussion	£			
Who will pay the water charges?	<input type="checkbox"/> Agent on behalf of Owner <input type="checkbox"/> Owner direct <input type="checkbox"/> Tenant			

<p>If there is a Service Charge and/or Ground Rent payable, who is to pay?</p> <p>Please give details of to whom these are paid:</p>	<p><input type="checkbox"/> Agent on behalf of Owner   <input type="checkbox"/> Owner direct   <input type="checkbox"/> Other</p>
<p>Council and Council Tax band:</p>	
<p>Meter positions:</p> <p>Electricity</p> <p>Gas</p> <p>Water (if fitted)</p>	
<p>Utility companies:</p> <p>Electricity</p> <p>Gas</p> <p>Water</p>	
<p>Water mains stopcock location:</p>	
<p>Heating: Gas Electric</p>	
<p>Refuse collection day / time:</p>	
<p>Repairs: If you wish particular tradespeople to be used, please give details:</p>	
<p>Garden maintenance – normally the tenant’s responsibility. However, if the garden is maintained at the Owner’s expense, a higher rent may be possible (and greater peace of mind). Please specify: <small>(Large shrubs and trees are usually excluded from the tenant’s responsibility)</small></p>	<p><input type="checkbox"/> Agent to arrange   <input type="checkbox"/> Owner’s gardener   <input type="checkbox"/> Owner in person   <input type="checkbox"/></p>
<p>Heating boiler make, model and year:</p>	
<p>Service contracts and warranties – please give details of any contract and also list any items of equipment left in the property that are still under warranty (item, year bought, term):</p>	
<p>Gas appliance safety – an annual check of all gas installations and appliances, with the issue of a Landlord Gas Safety Certificate by a CORGI registered gas engineer, is compulsory for all rented residential accommodation.</p>	<p><input type="checkbox"/> Agent on behalf of Owner   <input type="checkbox"/> Owner will arrange</p> <p>(NB: If Owner arranges, a copy of the certificate must be provided)</p>
<p>Electrical appliance safety – it is held as best practice that rented accommodation should have regular testing of all electrical appliances. Cambridge Property Lettings have adopted this procedure as standard practice and include a test of all mains electricity circuits.</p>	<p><input type="checkbox"/> Agent on behalf of Owner   <input type="checkbox"/> Owner will arrange</p> <p>(NB: If Owner arranges, evidence of testing must be provided)</p>

<b>Insurance of building:</b>  <small>(Some insurers restrict or cancel cover for let property, so this should be checked. Cambridge Property Lettings can arrange cover under a block scheme with no restrictions, at competitive rates)</small>	Broker / Insurer
	Tel no: <span style="float: right;">Renewal date:</span>
	Policy no: <span style="float: right;">Policy excess £</span>
<b>Insurance of contents:</b>  <small>(Same comment as above)</small>	Broker / Insurer
	Tel no: <span style="float: right;">Renewal date:</span>
	Policy <span style="float: right;">no: Policy excess £</span>
<b>Do you want Cambridge Property Lettings to arrange insurance?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">Please call if you want a premium quote</span>
Building	Sum insured £ <span style="float: right;">Commencement</span>
Contents	Sum insured £ <span style="float: right;">Commencement</span>
Loss of rent	Sum insured £ <span style="float: right;">Commencement</span>
<small>(Loss of rent covers for void periods if tenants have to vacate due to an insured peril. It is taken in conjunction with building cover)</small>	Terrorism cover has to be included with any of the above.
<b>Bank details – funds will be paid by direct electronic transfer to your bank account.</b>	Bank name:
	Branch address:
	Sort code: <span style="float: right;">Account no:</span>
	Account name:
<b>Will you be residing abroad?</b>  <small>(Owners residing abroad need to be registered with the Inland Revenue Centre for Non-Residents (CNR). Otherwise, an agent is legally obliged to deduct basic rate tax prior to passing the net rent to the Owner)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">If the answer is yes, then please complete below</span>
	Have you completed an NRL1 form? <input type="checkbox"/> Yes <input type="checkbox"/> No
	National Insurance no:
	Local tax district: <span style="float: right;">Tax Ref no:</span>
<b>Monthly statements will be sent to you and to your accountants (if applicable), but an additional copy can be sent elsewhere if you wish. Please give details:</b>	Name:
	Email address:

