

WILKINS
H a m m o n d

Property Management

CHARTERED SURVEYORS

LANDLORD INFORMATION PACK

FOR RESIDENTIAL LETTINGS

VIEW OUR AVAILABLE PROPERTIES AT:

www.wilkins-hammond.com

CONTACT US:

 **01246 232853**

 enquiries@wilkins-hammond.com

OR VISIT US AT:



rightmove.co.uk

The UK's number one property website

OUR SERVICES

Strict regulations and codes of practice govern Wilkins Hammond as a Member Firm of the Royal Institution of Chartered Surveyors, which are in place to safeguard Clients. To tailor our services to meet your requirements, we enclose a “Landlord Information Form” and request that this is fully completed prior to Wilkins Hammond undertaking the management of your residential property.

Detailed below are the services undertaken at each stage of the letting process on your behalf:

CONSENTS

Should the property be mortgaged, you must inform and gain consent from the lender prior to instructing Wilkins Hammond to commence marketing of the property. In the case of leasehold properties, the Head Lessor must be informed prior to instruction, as there may be restrictions and/or additional clauses required to be inserted into tenancy agreements. It is also imperative that insurance companies are informed, as policies may be affected if properties are tenanted.

TAXATION

Wilkins Hammond advises all Clients to seek the advice of an Accountant, as income earned through letting a property may be subject to taxation. Wilkins Hammond will only retain tax at the prevailing Income Tax base rate if the Client is resident overseas and not in receipt of a Financial Intermediaries and Claims Office (FICO) authorisation number from the Inland Revenue. The NRL1 (FICO) form may be obtained from Wilkins Hammond or directly from the Inland Revenue. Tax paid to the Inland Revenue on behalf of the Client is on a quarterly basis: 31 December; 31 March; 30 June; 30 September. Wilkins Hammond is required to register with the Financial Intermediaries and Claims Office (FICO) within 30 days of instruction. Provided that Client’s tax affairs are in order, and the Inland Revenue have provided the necessary exemption, no tax will be deducted by Wilkins Hammond. Wilkins Hammond is required to provide an annual return to the Inland Revenue of all rents received.

MARKETING

An initial verbal appraisal and valuation of the property is undertaken for letting purposes. This service is without obligation and is free of charge. It is important to bear in mind that rental valuations are based upon the prevailing market conditions. Rentals set above market levels may result in the property remaining unoccupied for a longer period of time. We aim to achieve rentals in line with the local market, whilst encouraging numerous enquiries resulting in the earliest possible tenancy commencement.

In order to maximise local market coverage, we display detailed particulars in our town centre premises, distribute lettings lists to local employers, operate a mailing service, accept postal, telephone and electronic enquiries and advertise in the local press.

Details are also available to view on our website www.wilkins-hammond.com and at www.rightmove.co.uk . Market conditions will determine the duration of the letting process and no guarantee of occupancy can be offered. In addition “To Let” boards are an extremely efficient means of reaching a broad potential market. Wilkins Hammond conducts accompanied viewings on behalf of clients.

STATUS ENQUIRIES

When a tenancy application is received, status enquiries in respect of the applicant are made, to satisfy our Clients and us that the most suitable tenant is found for their property. Status enquiries include County Court Judgment checks; bank references; employer’s references; previous Landlord references (where applicable); and in some cases further character references may be required. Any concerns raised by the responses to our enquiries will be referred to the Client prior to accepting or refusing an applicant. The cost of these enquiries is included within the Letting and Re-letting Fee detailed below.

INVENTORIES

With the full management service a detailed inventory and record of condition is compiled prior to the initial tenancy commencement and revisions are made between tenancies, where necessary. This document records not only the contents but also the general condition and cleanliness of the property and its contents. It is important that the property is in the best condition possible prior to the initial tenancy, to encourage the tenant to maintain it and return it in the same good condition. Allowance must be made, however, for normal wear and tear to contents, decorations, fixtures and fittings, for which the tenant cannot be held responsible in accordance with the Housing Acts. The cost of service provided by Wilkins Hammond is detailed below. Alternatively you may wish to have an Inventory compiled by a member of the Association of Professional Inventory Providers who can be contacted via www.apip.org.uk

TENANCY AGREEMENTS

Upon receipt of satisfactory responses to our applicant status enquiries, we will prepare the Tenancy Agreement. This is an Assured Shorthold Tenancy Agreement, which provides the tenant with security for a six-month period. This type of agreement allows the Landlord mandatory possession at the end of the six-month term, should this be required and provided the correct legal Notice Requiring Possession is served. The Courts have no discretion in this process and the Client does not have to provide a reason for requiring possession. Wilkins Hammond will sign the Tenancy Agreement on behalf of the Client.

Wilkins Hammond does not include a break clause in the Assured Shorthold Tenancy Agreement, thus binding the tenant for the full six-month period. However, should the tenant elect to vacate before this period has concluded, compensation for lost rental would need to be sought through the Court at the Client’s expense, with no guarantee of success.

It is important to note, that on rare occasions a tenant may choose not to vacate the property upon service of the required legal notice. The only course of action then open to the Client is to commence County Court proceedings. This could extend ultimately to a Bailiff eviction. This process is funded by the Client and failure to follow the correct procedure can lead to severe penalties.

SECURITY BONDS AND RENT PAYMENTS

Upon commencement of the tenancy, the first month's rent is collected together with a security bond. Payment of rent is determined by the rental period stated in the agreement and is usually either calendar monthly or weekly in advance. The security bond is held by Wilkins Hammond as stakeholders. If Wilkins Hammond is instructed by our Client to hold the Deposit, we shall do so under the terms of the Tenancy Deposit Scheme

Wilkins Hammond is a member of the Tenancy Deposit Scheme, which is administered by: The Dispute Service Ltd , PO Box 541, Amersham, Bucks, HP6 6ZR, phone 0845 226 7837, email deposits@tds.gb.com, fax 01494 431 123

If there is no dispute Wilkins Hammond will retain any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or repay the whole or the balance of the Deposit according to the conditions of the Tenancy Agreement with the Landlord and the Tenant. Payment of the Deposit will be made within 10 working days of written consent from both parties.

If, after 10 working days* following notification of a dispute to Wilkins Hammond and reasonable attempts have been made in that time to resolve any differences of opinion, there remains an unresolved dispute between the Landlord and the Tenant over the allocation of the Deposit it will be submitted to the ICE for adjudication. All parties agree to co-operate with any adjudication.

The appointment of an arbitrator will incur an administration fee, to be fixed by the Board of The Dispute Service Ltd the fee to be shared equally between the Landlord and the Tenant. The statutory rights of either the Landlord or the Tenant(s) to take legal action against the other party remain unaffected.

If there is a dispute Wilkins Hammond must remit to The Dispute Service Ltd the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you want to contest it. Failure to do so will not delay the adjudication but The Dispute Service Ltd will take appropriate action to recover the deposit and discipline Wilkins Hammond. The Agent/we must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.

Clients who intend to manage their own tenancies are required to register tenancy deposits with the Tenancy Deposit Scheme. Details of the Clients' chosen scheme and their personal registration number must be included within the Tenancy Agreement. The Deposit Protection Service offers self managing Landlords the facility to register tenancy deposits at The Pavilions, Bridgwater Road, Bristol, BS99 6AA (enquiries@depositprotection.com), 0870 707 1707. Landlords should be aware, however, that there are alternative organisations available to them.

Wilkins Hammond will take appropriate steps to pursue rent arrears on behalf of the Management Client. In some cases, however, it may be necessary to terminate the tenancy and pursue arrears through the legal system. The cost of employing a Solicitor and the expense of Court proceedings is borne by the Client.

ACCOUNTING TO CLIENTS

The rent collected by Wilkins Hammond is paid to the Client on a monthly basis net of management commission (+ VAT) and any monies expended on the Client's behalf with prior authorisation. The only occasions where expenditure may occur without prior authorisation is in the case of emergencies, where there is a duty of care towards the tenant under the Landlord and Tenant Act 1985, for example: fire; flood; gas leak.

UTILITIES

Utilities are registered in the name of the tenant for the duration of the tenancy and meter readings are taken by Wilkins Hammond at the commencement and termination of each tenancy. Landlords are responsible for payment of utilities for any void period between tenancies. It must be noted that although it may be requested that suppliers remain unchanged, no restrictions can be made upon a tenant in choosing their suppliers, as the cost of the supply during the tenancy is met by them.

REPAIRS

There is a statutory responsibility under section 11 of the Landlord and Tenant Act 1985 for Landlords to undertake certain repairs in respect of drains, guttering and structural defects. The Landlord must ensure that facilities such as water supply, gas, electricity and sanitation are adequate and functional. There is also a responsibility to ensure that a form of space heating and hot water are provided and maintained.

Wilkins Hammond may arrange for minor repairs to be carried out on behalf of the Client during the tenancy and Tenants are instructed to liaise fully with Wilkins Hammond in respect of repairs and maintenance where prior authorisation is given by Landlords. An "out of hours" emergency number is given to each tenant at the commencement of the tenancy.

If funds are not held by Wilkins Hammond on behalf of an individual Client or where prior authorisation of £150.00 is not given by Landlords, Tenants will contact Landlords directly in this regard.

In the case of more major repairs, an estimate will be obtained from a reputable local Contractor and forwarded to the Client for comparison with estimates obtained by the client or approval and consent to proceed. Under R.I.C.S. regulations Wilkins Hammond are prohibited from making expenditure on behalf of an individual Client where insufficient funds are held on behalf of that Client to meet the costs.

ROUTINE INSPECTIONS

Regular inspections are undertaken during each tenancy. We aim to inspect occupied properties twice within a year. This procedure allows Wilkins Hammond to ascertain whether the property is being maintained in line with the tenancy agreement. Inventories are not checked at this time.

TENANCY RENEWALS

Should the Client wish the tenancy to continue after the initial secure period, the Assured Shorthold Tenancy will revert to a Statutory Periodic Assured Shorthold Tenancy under the same terms as the original Assured Shorthold Tenancy with the exception of allowing the tenant to give one calendar months notice in writing to vacate at any time. Should market conditions have improved during the fixed term of the tenancy, the Client may be advised to increase the rent. This may be done at any time following the fixed term in the form of a Statutory Periodic Assured Shorthold Tenancy Amendment Notice. Wilkins Hammond will serve this on behalf of Clients.

REGULATIONS

Clients have a legal obligation to comply with certain regulations when letting their property. These are outlined below and further information may be required:

- **Furniture & Furnishing (Fire) (Safety) Regulations 1988 (Amended 1993)** ~ this regulation covers items left in the property for use by the tenant. Included are all soft furnishings including suites, chairs, cushions, beds, mattresses, headboards, loose covers, seat pads. All items must comply with current fire resistance standards and the appropriate labelling must be present. Furnishings manufactured since 1988 will be likely to comply with this regulation. Furnishings manufactured prior to 1950 are exempt from the regulation as the unsafe materials used for filling and known for accelerating fire were not in use at that time. Further information may be obtained from the DTI, Consumer Unit, 10-18 Victoria St, London.

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- **The Gas Safety (Installation and Use) Regulation 1994 (Amended 1998)** ~ All tenanted properties must have the gas supply from the meter to all appliances and the flues checked annually. The appliances supplied by the Landlord must also be checked. The safety checks are carried out by a GAS SAFE registered (ACOP certified) gas fitter/plumber to ensure against leakage of carbon monoxide. A Landlord Gas Safety Certificate must be provided to the tenant at the commencement of the tenancy. The duty under these regulations imposes **criminal liabilities** upon the Landlord.
- **The Electrical Equipment (Safety) Regulations 1994** ~ In the same way as the gas safety checks are carried out, all electrical equipment provided by the Landlord for use by the tenants must be checked for safety (P.A.T. Certified) on a regular basis of between six and twelve months. Wilkins Hammond recommends that all electrical equipment be removed from the property prior to letting. It is also advisable for sockets and wiring to be checked prior to letting and periodically thereafter. From 1 January 2005 Part P of the Building Regulations 2000 was introduced adding restrictions to the undertaking of electrical repairs and improvements to Tenanted property. All electrical work in dwellings will need to comply with Part P requirements and carried out by a person qualified and certified to do the work. Certain areas of work need to be notified to Building Control who will inspect, or carried out by a person registered with the Part P Self-Certification Scheme. Further information may be obtained from the Health and Safety Executive
- **Portable Electrical Appliance Testing** ~ All electrical equipment provided for use by the tenant must be checked and certified by a suitably qualified Electrician prior to the commencement of the tenancy. Items of electrical equipment are considered to be portable if they are not connected to the electrical installation other than by a plug and socket. New items of electrical equipment will also require a Portable Appliance Test (PAT) certificate to comply with these regulations.
- **Smoke Detectors Act 1991** ~ Properties built since 1993 have smoke alarms fitted. Wilkins Hammond recommends all Clients to fit at least one battery powered smoke alarm to each floor of their property. Further information may be obtained from the Fire and Safety Officer, Fire and Rescue Service Headquarters, Derby.
- **Energy Performance Certificates** ~ This regulation came into effect on 1st October 2008 and requires all Landlords to provide an Energy Performance Certificate to any prospective tenant for properties being marketed to let from that date. Certificates are not required for existing tenancies. The certificates remain valid for up to ten years and during this period, they may be used for subsequent tenancies. If your property has recently been marketed for sale, you may already have an energy performance certificate within your Home Information Pack (HIP).

MONEY LAUNDERING REGULATIONS

The Royal Institution of Chartered Surveyors' main objective is that enforcement of the Government's Money Laundering Regulations 2003 will serve to provide consumer protection.

As our Client you can be confident that we, as your Managing Agent, will not be used knowingly for money laundering purposes.

As a Member Firm of the Royal Institution of Chartered Surveyors, the Government's regulations now require us to put into place systems and controls to deter money laundering to include:

- **Establishing record keeping procedures and internal reporting procedures**
- **Establishing identification procedures for new and existing Clients**

We are required to obtain and verify the client's name, address, and nationality, date of birth and proof of ownership of the property as follows:

Verification Section One - EVIDENCE OF NAME

- Current Full Signed Passport
- Resident Permit issued to EU nationals by Home Office
- National Identity Card / Passport (overseas clients)
- Current UK / EU Photo Driving Licence (1) (including paper counterpart)
- UK Armed Services ID Card
- State Pension or Benefits Book / Notification Letter (1)
- Police / Other Government department ID Card

Verification Section Two - EVIDENCE OF ADDRESS

- Current Local Authority Council Tax or Business Rates Bill
- Local Authority rent card or tenancy agreement
- Bank / Building Society / National Savings statement
- Utility Bill (not mobile phone) No older than 3 months
- Current UK / EU Photo Driving Licence (1) (including paper counterpart)
- State Pension or Benefits Book / Notification Letter (1)

Notes: (1) These items may be used to give evidence of address or identity but not both

We are also required to establish proof of ownership of the property in the form of official documentation, for example:

- Most recent Mortgage Statement
- **Transfer of ownership documentation**
- **Solicitors' letter of confirmation**

ORIGINALS OF IDENTIFICATION & PROOF OF OWNERSHIP DOCUMENTATION ARE REQUIRED

Where documents are submitted by post, please ensure that they are sent via a form of guaranteed delivery, for your own security. They will be returned in the same secure manner.

PLEASE ASK FOR FURTHER INFORMATION IF REQUIRED

COMMISSION STRUCTURE

LETTING AND MANAGEMENT

Commission will be charged at an agreed percentage of the rental income received per calendar month. VAT is charged at the standard prevailing rate in addition to the commission amount.

Our management service includes:

- **Collecting the Rent on either a weekly, calendar monthly or quarterly basis.**
- **Accounting to Clients on either a calendar monthly or quarterly basis upon receipt of rent due.**
- **Collecting and holding a Security Bond against the obligations of the Tenant and registering the bond with the Tenancy Deposit Scheme.**
- **Arranging for repairs authorised by Landlords subject to our terms and conditions.**
- **Discharging invoices for repairs.**
- **Interim inspections of occupied properties.**
- **Rent Reviews.**

Marketing costs of **£65.00 + VAT** include insertion of two standard advertisements in the local property press. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance, A refund will be given for unused advertisements.

- **Marketing fee including 2 standard local press advertisements (Payment in advance of marketing and subject to amendment to remain in line with local press charges)**
- **Additional local press advertising (Payment in advance of advertising)**
£35.00 + VAT Standard
£45.00 + VAT Large
£55.00 + VAT Double

A Letting and Re-letting fee will be charged in the sum of **£150.00 + VAT**. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance. The following services are included:

- **Marketing through our town centre premises, mailing list, e-mail enquiries and websites.**
- **Provision of a "To Let" Board.**
- **Seeking a suitable tenant.**
- **Accompanied Viewings.**
- **County Court Judgement checks and Bank References**
- **Drawing up a Tenancy Agreement.**
- **Signing the Tenancy Agreement on behalf of the Landlord.**
- **General Tax Information for Overseas Landlords.**
- **Compiling a detailed Inventory and Record of Condition**

LETTING ONLY

A one-off Commission will be charged at 50% of the agreed average calendar monthly rent. VAT is charged at the standard prevailing rate in addition to the commission amount.

Marketing costs of **£65.00 + VAT** include insertion of two standard advertisements in the local property press. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance. A refund will be given for unused advertisements.

- **Marketing fee including 2 standard local press advertisements (Payment in advance of marketing and subject to amendment to remain in line with local press charges)**
- **Additional local press advertising (Payment in advance of advertising)**
£35.00 + VAT Standard
£45.00 + VAT Large
£55.00 + VAT Double

A payment against commission charges is requested in the sum of **£150.00 + VAT**. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance, but will be offset against the above letting fee.

Our service includes:

- **Marketing through our town centre premises, mailing list, e-mail enquiries and website.**
- **Provision of a "To Let" Board.**
- **Seeking a suitable tenant.**
- **Accompanied Viewings Service**
- **County Court Judgement Checks and Bank Referencing**
- **Drawing up a Tenancy Agreement.**
- **Signing the Tenancy Agreement on behalf of the Landlord.**
- **Collecting the first month's Rent and Security Bond.**
- **Discharging payment of previously agreed disbursements such as Gas and Electrical Safety Checks**
- **Accounting to Clients upon receipt of the first month's Rent and the Security Bond less previously agreed deductions.**

Additional Inventory Service:

- **Compiling a detailed Inventory and Record of Condition** £75.00 + VAT

TENANT FINDING SERVICE

A one-off Commission will be charged at £175.00. VAT is charged at the standard prevailing rate in addition to the commission amount.

Marketing costs of **£65.00 + VAT** include insertion of two standard advertisements in the local property press. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance. A refund will be given for unused advertisements.

- **Marketing fee including 2 standard local press advertisements (Payment in advance of marketing and subject to amendment to remain in line with local press charges)**
- **Additional local press advertising (Payment in advance of advertising)**
£35.00 + VAT Standard
£45.00 + VAT Large
£55.00 + VAT Double

A payment against commission charges is requested in the sum of **£150.00 + VAT**. VAT is charged at the standard prevailing rate in addition to the commission amount. Payment is requested in advance, but will be offset against the above Tenant Finding Fee.

Our services include:

- **Marketing through our town centre premises, mailing list, e-mail enquiries and website.**
- **Provision of a "To Let" Board.**
- **Seeking a suitable Applicant.**
- **Forwarding all Applicant details to Landlord.**

When providing a Tenant Finding Service only, Wilkins Hammond does not undertake or supply an Inventory and Record of Condition. We would advise all Landlords to invest in a professionally compiled document as post-tenancy disputes are more likely to be avoided.

WHAT HAPPENS NEXT?

To instruct Wilkins Hammond to commence marketing your property, you will need to arrange an appraisal of your property for letting purposes. This is free of charge and will involve Roz Wilkins-Churchill or Sam Wilson visiting your property and providing advice on rental levels, the local prevailing market, décor, furnishings and any other aspect of the process in respect of which you require further information. Please do not be afraid to ask as it is preferable that you are in possession of all relevant information before proceeding further.

If you have already instructed an appraisal and wish to commence marketing, we request that you complete Parts One, Two, Three, Four and Five (if required) of our Landlord Information Form.

Should you have any queries regarding this form and the information requested, please do not hesitate to contact our office where our staff will be pleased to clarify the requirements for you.

You can contact us by:

Phone:  **01246 232853**



E-mail:  **enquiries@wilkins-hammond.com**



Post:  **Wilkins Hammond, Devon House,
28 Gluman Gate, Chesterfield, S40 1TX**

LANDLORD INFORMATION FORM

Part One

SERVICE REQUIRED:	FULL MANAGEMENT <input type="checkbox"/>	LETTING ONLY <input type="checkbox"/>	TENANT FINDING <input type="checkbox"/>
WILKINS HAMMOND TO PROVIDE AN INVENTORY AND RECORD OF CONDITION			YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDRESS OF PROPERTY TO LET:			
			POST CODE
RENT TO BE CHARGED:	£	per WEEK / CALENDAR MONTH	

LANDLORDS FULL NAME (1)			
LANDLORDS ADDRESS:			
			POST CODE
			
E-MAIL:			

LANDLORDS FULL NAME (2)			
LANDLORDS ADDRESS: (If different from Landlord (1) above)			
			POST CODE
			
E-MAIL:			

EMERGENCY CONTACT	
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LANDLORD INFORMATION FORM

Part Two

PROPERTY DETAILS					
PROPERTY TYPE:		HOUSE <input type="checkbox"/> BUNGALOW <input type="checkbox"/> APARTMENT <input type="checkbox"/> FLAT/BED-SIT <input type="checkbox"/>			
NUMBER OF BEDROOMS:		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/> 5 <input type="checkbox"/> OTHER <input type="checkbox"/>
RECEPTION ROOMS:		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/> 5 <input type="checkbox"/> OTHER <input type="checkbox"/>
DETACHED <input type="checkbox"/>	SEMI-DET <input type="checkbox"/>	TOWN HOUSE <input type="checkbox"/>		TERRACE <input type="checkbox"/>	
FURNISHED <input type="checkbox"/>	PART FURNISHED <input type="checkbox"/>	UNFURNISHED <input type="checkbox"/>		CARPETS <input type="checkbox"/>	
CURTAINS <input type="checkbox"/>	APPLIANCES <input type="checkbox"/>	DOUBLE GLAZING <input type="checkbox"/>		CONSERVATORY <input type="checkbox"/>	
UTILITY ROOM <input type="checkbox"/>	SMOKE ALARM <input type="checkbox"/>	PARKING <input type="checkbox"/>		GARAGE <input type="checkbox"/>	
CENTRAL HEATING:		GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> OIL <input type="checkbox"/> NONE <input type="checkbox"/>			
GARDENS:		FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> YARD <input type="checkbox"/> NONE <input type="checkbox"/>			
PROPERTY AGE:		ALARM CODE:			
APPLIANCES:		APARTMENTS ONLY:		GROUND FLOOR <input type="checkbox"/>	
				FIRST FLOOR <input type="checkbox"/>	
				SECOND FLOOR <input type="checkbox"/>	
				THIRD FLOOR OR ABOVE <input type="checkbox"/>	
				SELF-CONTAINED <input type="checkbox"/>	
				SHARED FACILITIES <input type="checkbox"/>	
OTHER:	PLEASE SPECIFY.....				
				
				
				
				

LANDLORD INFORMATION FORM

Part Three

UTILITIES	
GAS SUPPLIER	GAS METER LOCATION
GAS METER READING	GAS METER SERIAL NUMBER
ELECTRICITY SUPPLIER	ELECTRICITY METER LOCATION
ELECTRICITY METER READING	ELECTRICITY METER SERIAL NUMBER
WATER METER LOCATION	WATER STOP TAP LOCATION
WATER METER READING	WATER METER SERIAL NUMBER
DATE OF READINGS:	

APPLICANTS			
(Please tick ✓ if any of the following can be included as prospective tenants)			
SHARERS (Maximum of two)	<input type="checkbox"/>	COUPLES	<input type="checkbox"/>
CHILDREN	<input type="checkbox"/>	SINGLE	<input type="checkbox"/>
RETIRED	<input type="checkbox"/>	FULL TIME EMPLOYED	<input type="checkbox"/>
PART TIME EMPLOYED	<input type="checkbox"/>	UNEMPLOYED	<input type="checkbox"/>
PART HOUSING BENEFIT	<input type="checkbox"/>	FULL HOUSING BENEFIT	<input type="checkbox"/>
SMOKERS	<input type="checkbox"/>	DOGS	<input type="checkbox"/>
CATS	<input type="checkbox"/>	OTHER INDOOR PETS	<input type="checkbox"/>
OUTDOOR PETS	<input type="checkbox"/>	VANS/CARAVANS	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

LANDLORD INFORMATION FORM

Part Four

WILL YOU BE SUPPLYING THE GAS SAFETY CERTIFICATE?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
WILL YOU BE SUPPLYING THE P.A.T. CERTIFICATE?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
WILL YOU BE SUPPLYING THE ELECTRICAL INSTALLATION CERTIFICATE?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
WILL YOU BE SUPPLYING THE ENERGY PERFORMANCE CERTIFICATE?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
WILKINS HAMMOND WILL ARRANGE FOR THIS TEST TO BE CARRIED OUT PRIOR TO LETTING UNLESS OTHERWISE INSTRUCTED				
IS THE PROPERTY UNDER MORTGAGE?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
ADDITIONAL ADVERTISING AUTHORISATION (+ VAT)		£70 <input type="checkbox"/>	£150 <input type="checkbox"/>	£185 <input type="checkbox"/>
REPAIR AUTHORISATION (WITHOUT REFERRAL)		UP TO £150 <input type="checkbox"/>	UP TO £200 <input type="checkbox"/>	
		UP TO £250 <input type="checkbox"/>	UP TO £300 <input type="checkbox"/>	
FROST PRECAUTIONS:	SYSTEM DRAINAGE <input type="checkbox"/>	TO BE UNDERTAKE BY LANDLORD / AGENT		
	HEATING (SET TO LOW TWICE DAILY) <input type="checkbox"/>			

ACCOUNTING DETAILS			
PAYMENT BY BACS ON PREVIOUSLY AGREED MONTHLY OR QUARTERLY BASIS, SUBJECT TO RENTS BEING RECEIVED			
ACCOUNT PAYEE:			
BANK / B.SOCIETY NAME:			
BANK/B.SOCIETY ADDRESS:			
ACCOUNT NUMBER:		SORT CODE:	
ROLL NUMBER (if applicable):			

LANDLORD INFORMATION FORM

Part Five

Please check that the Following have been provided prior to the commencement of marketing

Identification Documentation Provided	YES <input type="checkbox"/> NO <input type="checkbox"/>
Proof of Ownership Provided	YES <input type="checkbox"/> NO <input type="checkbox"/>
Energy Performance Certificate Costs 1 or 2 bed £50 + VAT= £57.50 / 3 Bed & over £75 + VAT = £86.25	YES <input type="checkbox"/> NO <input type="checkbox"/>
Letting Fee £150.00 +£22.50 (VAT @15%) = £172.50	YES <input type="checkbox"/> NO <input type="checkbox"/>
Marketing Fee (Optional Advertising) £65.00 + £9.75 (VAT @15%) = £74.79	YES <input type="checkbox"/> NO <input type="checkbox"/>
Inventory Compilation Fee (Optional) £75.00 +11.25 (vat @ 15%) = £86.25	YES <input type="checkbox"/> NO <input type="checkbox"/>
Total Advance Payment Included with Letting Instruction	£

I CONFIRM THAT THE DETAILS SUPPLIED IN PARTS ONE, TWO, THREE, FOUR AND FIVE ARE TRUE, ACCURATE AND COMPLETE.	
LANDLORD SIGNATURE (1)	LANDLORD SIGNATURE (2)
PRINT FULL NAME (1)	PRINT FULL NAME (2)
DATE SIGNED (1)	DATE SIGNED (2)

ADDITIONAL INFORMATION AND INSTRUCTIONS

LANDLORD SIGNATURE(S)		