

# Landlord Instructions and Property Details

## Level of Service Required

Guaranteed Rent  Fully Managed  Rent Collection  Tenant Find

## Rented Property Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

### For office use only

Is the property in an acceptable condition?  Yes  No

Property number \_\_\_\_\_

Date keys received (DD/MM/YYYY) \_\_\_\_\_

Date Guaranteed Rent contract starts (DD/MM/YYYY) \_\_\_\_\_

## Landlord's Details

### Personal details

Full name(s) and title(s) \_\_\_\_\_

As you wish them to appear on the contract

Forwarding address \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile phone \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

Landlord registration number \_\_\_\_\_

Are you moving abroad?  Yes  No If yes, do you have an Inland Revenue Tax Exemption form?  Yes  No (if yes, please enclose a copy)

Please complete all boxes on this form. If not applicable, write N/A.

### Emergency contact

Full name \_\_\_\_\_

Relationship to landlord \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

## Landlord's Bank Details

Name of bank \_\_\_\_\_

Bank address \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Account name \_\_\_\_\_

(Account name is exactly how your name is printed on your card)

Account number \_\_\_\_\_

Sort code \_\_\_\_\_

For Building Societies only please quote Reference No/Roll No: \_\_\_\_\_

## Insurance Details

- Your property must be fully insured under an appropriate Landlords insurance policy for tenanted properties, which must include a provision for subletting if you are a landlord on the Guaranteed rent scheme.
- As owner, you are required to arrange appropriate Landlord Insurance for your property. Standard homeowners insurance assumes you are the occupier and may not cover you where a property is rented so you must inform your insurer that the property is rented.
- Your insurance should include Property Owners Liability.
- You are required to provide a copy of the insurance schedule to the Northwood office at the inception of their contract, and at every anniversary of the property insurance and a copy of this will be retained on file.

## Insurance Details cont.

- You must inform Northwood if the insurance ceases, cancels or lapses at any point during the contract.

Marsh Commercial provide insurance cover to meet these contract requests. If you would like us to pass your name, and contact details over to Marsh Commercial in order to provide you with a new quotation, or for a comparative quote of your existing insurance then please specify below.

Yes  No For more information on how Marsh Commercial uses personal data and your privacy rights, please refer to our privacy notice at [www.marshcommercial.co.uk/info/privacy](http://www.marshcommercial.co.uk/info/privacy).

If No, please provide a copy of your insurance certificate to confirm this risk is covered and complete the following details:

Building insurer	Content's insurer
Policy holder's name	Policy holder's name
Telephone	Telephone
Policy number	Policy number

## Property Particulars

Stop cock location	Electric meter location	
Gas meter location	Shared garden details	
Alarm location and code		
Alarm instructions		
Garage number and location if in block	Shed number and location if in block	
Parking space and location		
Council tax band	Current annual payment £	Approximate year of construction
Factor's details	Telephone	

## Maintenance

 If you have preferred contractors, please give details here

Authorised repair amount

Name	Address	Telephone	Trade

Please note that if your contractor is unable to attend, we will use our nominated contractor

## Service Contracts and Guarantees

 Please enclose copies of contracts and guarantees

Appliance	Contract	Telephone	Contract number	Expiry date

Do you have a maintenance agreement with British Gas?  Yes  No Please enclose a copy of the agreement

If Yes, reference number

Expiry date (DD/MM/YYYY)

Please enclose copies of instructions for any appliances & heating system. If you do not have instructions, please write instructions on a separate sheet.

## Safety Checks and Legal Certificates required by law

Would you like us to organise:	Yes	No		Yes	No
Gas safety certificate			Legionnaires' risk assessment		
Energy performance certificate			Smoke alarm		
Portable appliance test			Heat detector		
Fixed electrical wiring			Water lead testing		
			Carbon monoxide alarm		

If No, please enclose current certificate(s) if applicable.

## Utility Information and What To Do

Utilities: Please let us know who supplies the following services. By all means make a note of the gas, electric and water meter readings for your own reference, but please DO NOT contact any of these organisations:

	Supplier	Telephone
Gas supplied by		
Electricity supplied by		
Council Tax supplied by		

You will still be liable for all the above services until a tenant or subtenant if you are using the Guaranteed Rent service occupies the property. At that point we will contact all the above organisations and inform them of all relevant meter readings and forwarding address for your final accounts.

**Mail:** We cannot guarantee that a Tenant will forward your post onto you, therefore it is your responsibility to make arrangements with the Post Office to have your mail redirected from the date you vacate the property.

**Telephone:** Make sure you contact your telephone provider and have your phone disconnected from the date you vacate the property.

**Money Laundering Regulations:** We need copies of photo ID and evidence of ownership of property to be rented.

**Keys:** Please list here all keys you are supplying us with. We require two/three of each.

## Guaranteed Rent Only

### Definition of an 'acceptable condition'

We have stated we guarantee to start your contract within twenty-five days, unless otherwise agreed in writing of the property becoming vacant assuming it is in an 'acceptable condition', which we define as follows:

**Garden:** The garden is clear of all rubbish, all paths swept, lawns/grass recently cut and flower-beds free from weeds.

**Personal Possessions:** All personal belongings have been removed.

**Cleaning:** The property is left in a clean state with all carpets having been vacuumed or professionally cleaned if required. The oven, all sanitary ware and windows are clean.

**Pets:** Where pets have been residing at the property, a certificate or receipt certifying the property has been treated for any possible flea infestation.

**Utilities:** The property has its own individual electricity, gas, water and council tax accounts separate from any other dwelling.

### Contract

I/We have read through the Definitions of an "Acceptable Condition" and have read the draft copy of the contract and will sign the actual contract in due course.

I/We confirm that by signing this Landlord Instruction Form I/We accept that the property will be let to Northwood and that all other marketing of this property will cease forthwith.

I/We further accept that a breach of this condition will result in I/We being liable to pay Northwood one sixth of the annual rent on demand. I/We accept that I/We will be letting our property to Northwood and will have no influence on the choice of sub-tenant.

I/We confirm that I/we will provide all legal certification and comply with the repairing standard with regards to the property prior to any agreement commencing. Should I/We not have complied with these requirements 7 days before the agreement is due to commence, I/We hereby authorise Northwood to obtain all necessary certificates and ensure that the property complies with the repairing standard on my/our behalf and I/We confirm that

Landlord's Name(s)

Landlord's Signature(s)

Date (DD/MM/YYYY)

Signed on behalf of Northwood

Date (DD/MM/YYYY)

## General Data Protection

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. tenants (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

I would like to receive updates about products and services, promotions, special offers, news and events from Northwood via

SMS  Email  Post  Telephone

Signature

Print Name

Date (DD/MM/YY)

## This Section MUST Be Completed By ALL Landlords

1. All the information provided by me on this form is correct to my knowledge.
2. I/we confirm that I/we are the legal owners of the rented property and there are no mortgage arrears.
3. I/we have read through the "What to do Next" section.

Landlord's Name(s)

Landlord's Signature(s)

Date (DD/MM/YYYY)