



Landlord's Questionnaire

We will require one set of keys with these instructions to start marketing and two further sets of keys before commencement of the first tenancy.

Landlord's Full Name(s)

(Please give names in which the Agreement is to be made)

	Title	First Name (IN FULL)	Surname
a			
b			
c			

Property Address (to be let)

Postcode _____
Property Tel No _____

Landlord's Address

Postcode _____
Home Tel No _____
Office Tel No _____
Mobile Tel No _____
Fax No _____
E-mail address _____

Property Details

Furnished Unfurnished

Date Property is available (5 working days required after vacation) _____
Asking Rent _____
Asking Deposit _____
Anticipated Date of Return (if applicable) _____
Approximate Period of Let (if applicable) _____
ALARM? Yes No Code _____
Will you accept Children? Yes No
Pets? Yes No
Will you accept Smokers? Yes No
Type of Central Heating _____
Is there any part of the property or its grounds not to be included within the let? Yes No
If YES, please specify _____
Can we arrange cleaning before first let? Yes No
(See section 17 of Lettings Guide)

Energy Performance Certificate

Russells to arrange Landlord to arrange
EPC available
EPC reference number (20 digits)

(we understand that the property cannot be marketed until it is provided)

Electrical Test Certificate Enclosed

Russells to arrange Will arrange ourselves

Gas Safety Certificate Enclosed

Russells to arrange Will arrange ourselves

No tenancy can start without both certificates (if applicable)

Electricity supplier _____

Gas supplier _____

Is the property Freehold Leasehold

For Leasehold Properties

If your property is leasehold you must obtain consent to underlet prior to letting

Freeholder Head Landlord Managing Agent

Name _____

Address _____

Postcode _____

Tel No _____

Fax No _____

Maintenance and repairs

Do you give us authority to authorise repairs up to £150 without referral to you Yes No

If No what are your instructions:

If you have any preferred contractors, please advise name address and contact details below:

Please provide details of any service contracts including British Gas service contracts and/or guarantees:

In the event of an emergency out of hours repair being required, we will use our own approved contractor.

Emergency Contact

Please provide us with the details of an easily reached, UK based emergency contact:

Name _____

Address _____

Postcode _____

Home Tel No _____

Office Tel No _____

Mobile No _____

E-mail address _____

Bank Details for Rental Payments

Bank

Sort Code - -

Account No

Account Name

Bank Address

Postcode

Insurance, Legal Protection & Rent Guarantee

Russells offer a very competitive Buildings and Contents policies specifically for rented property. Further details are available from our specialist insurance department on 01353 865914. If you would like a quotation please tick below.

Buildings Contents Legal Protection

Legal Protection & Rent Guarantee

If you arrange your own insurance please provide us with the following details:

Buildings

Insurer

Address

Postcode

Tel No

Policy No

Policyholder's Name

Renewal Date

Contents

Insurer

Address

Postcode

Tel No

Policy No

Policyholder's Name

Renewal Date

Will You be Residing Overseas? Yes No

If so, please refer to our leaflet "Overseas Landlords" available on request.

Name and address of your accountants (if applicable)

Name of contact

Address

Postcode

Tel No

Special Clauses

Landlord's Instructions

Please tick the appropriate boxes

I/we appoint Russells to act as management agents and carry out the services indicated below:

Gold Standard (full management)

Silver Standard
(full management excluding maintenance and repairs)

Bronze Standard (Let only)

I/we confirm that I/we have received and read the information provided within the Russells Lettings Guide and Terms and Conditions of Engagement.

I/we undertake to pay the cost of preparing the EPC which must be available for marketing. This cost will be deducted from the first months rental. In the event of the property being withdrawn prior to let for any reason the cost will be immediately paid to Russells on production of a VAT invoice.

I/we confirm that if our property is leasehold I/we have obtained consent to let from the Head Lease.

I/we confirm that if our property is subject to a mortgage I/we have obtained consent to let from the lender (not required if on Buy to Let mortgage).

I/we confirm that we have notified our insurers that the property is to be let (if applicable).

Signed

Name in block capitals

Signed

Name in block capitals

Date

Please return this form and keys to your local branch to start marketing, together with the proof of identity and residency which is required under the Money Laundering Regulations.

