

## Terms & Conditions - Landlord Application Form

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**.

Lead Landlord First

<b>1</b>	<b>First Landlord</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>	<input style="width: 95%;" type="text"/>
	First Name	<input style="width: 100%;" type="text"/>			Last Name	<input style="width: 100%;" type="text"/>
	Address	<input style="width: 100%;" type="text"/>				
	Post Code	<input style="width: 100%;" type="text"/>		Email	<input style="width: 100%;" type="text"/>	
	Home Tel	<input style="width: 100%;" type="text"/>		Mob Tel	<input style="width: 100%;" type="text"/>	
<b>2</b>	<b>Second Landlord</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>	<input style="width: 95%;" type="text"/>
	First Name	<input style="width: 100%;" type="text"/>			Last Name	<input style="width: 100%;" type="text"/>
	Address	<input style="width: 100%;" type="text"/>				
	Post Code	<input style="width: 100%;" type="text"/>		Email	<input style="width: 100%;" type="text"/>	
	Home Tel	<input style="width: 100%;" type="text"/>		Mob Tel	<input style="width: 100%;" type="text"/>	

<b>3</b>	<b>Property to be Let</b>	<input style="width: 100%;" type="text"/>				
	Address	<input style="width: 100%;" type="text"/>				
	Post Code	<input style="width: 100%;" type="text"/>		Home Tel	<input style="width: 100%;" type="text"/>	
	Local Authority	<input style="width: 100%;" type="text"/>		Council Tax Band	<input style="width: 100%;" type="text"/>	
	Property Type	Studio <input type="checkbox"/>	Flat <input type="checkbox"/>	House <input type="checkbox"/>		
		Bungalow <input type="checkbox"/>	Terraced <input type="checkbox"/>	Other <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	
	Date the Property is Available / Takeover	<input style="width: 100%;" type="text"/>		Suggested Rental	<input style="width: 100%;" type="text"/>	
	Length of Let	6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/>	Indefinite <input type="checkbox"/>		
		Other <input style="width: 100%;" type="text"/>				

<b>4 Property Details</b>	Please tick	Yes	No	Additional Information
Furnished		<input type="checkbox"/>		<input style="width: 100%;" type="text"/>
Unfurnished		<input type="checkbox"/>		<input style="width: 100%;" type="text"/>
Part Furnished		<input type="checkbox"/>		<input style="width: 100%;" type="text"/>
Children Accepted		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Pets Accepted		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Smoking Accepted		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Parking on-road		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Is a permit needed?		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Parking off-road		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Garage		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Gardens		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Students		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Housing Benefits		<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

<b>5</b>	<b>Building Information</b>				
	Freehold	<input type="checkbox"/>	<input type="checkbox"/>		
	Leasehold	<input type="checkbox"/>	<input type="checkbox"/>		
	Service Charges	<input type="checkbox"/>	<input type="checkbox"/>		
	Type of Heating	Gas <input type="checkbox"/>	Electric <input type="checkbox"/>	Oil <input type="checkbox"/>	
		Other <input style="width: 100%;" type="text"/>			

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### 6 Utilities

	Name of Company / Supplier	Location of meter or where service enters property
Gas	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Electricity	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Satellite/ Cable	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Water	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Location of water stop cock inside property		<input style="width: 100%;" type="text"/>

### 7 Burglar Alarm

Yes  No  If No go to number 8

Alarm Code

Location of Control Panel

Linked to a third Party Yes  No

If Yes Name and Address

Post Code  Tel Number

8 **Viewings arrangements**, Do you want to be present at viewings Yes  No

### 9 Gas Safety

(in accordance with the Gas Safety Installation and Use Regulations 1998)

Are there any gas appliances or a gas meter in the property Yes  No  If No go to number 10

The gas appliances were last serviced on  and I enclose the current safety certificate.

I instruct Bartletttings to employ on my behalf a SAFE registered gas engineer to check all gas appliances and provide a Landlord Gas Safety Certificate. Yes  No

### 10 Electrical Safety

(in accordance with the 1994 Electrical Regulations)

It is advisable that the property has an Electrical Safety Inspection

The electric's were last checked on  and I enclose the current safety certificate.

I instruct Bartletttings to employ on my behalf a qualified person to check the Electrics as indicated below.

Full inspection of fixed wire installation. Yes  No

Portable Appliance Test (PAT) Yes  No

### 11 Oil Heating

Are there any oil appliances or an oil tank in the property Yes  No  If No go to number 12

We recommend all Oil Heating boilers and apparatus are serviced annually by a qualified engineer

I instruct Bartletttings to employ on my behalf a qualified engineer to check the Oil Heating Boilers and apparatus.

Please confirm we can arrange this Yes  No

### 12 Open Fire & Wood Burning Stoves

Are there any open fires or wood burning stoves in the property Yes  No  If No go to number 13

We recommend all Fires should have the chimney swept 2 times a year and inspected by a qualified HETAS engineer.

I instruct Bartletttings to employ on my behalf a qualified engineer to check / sweep the chimney.

Please confirm we can arrange this Yes  No



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These contractors must also be available out of hours in emergency situations.

**20 Plumber (preferred contractors)** Do you wish to use Bartletttings preferred contractors? Yes  No

Name

Address

Post Code  Email

Business / Home Tel  Mob Tel

**21 Electrician (preferred contractors)** Do you wish to use Bartletttings preferred contractors? Yes  No

Name

Address

Post Code  Email

Business / Home Tel  Mob Tel

**22 Emergency Contact (Relative or Friend who agrees to being contacted in an emergency & can act on your behalf)**

Mr  Mrs  Miss  Other

First Name  Last Name

Address

Post Code  Email

Home Tel  Mob Tel

**23 Does the property currently have tenants in place.** Yes  No

**24 I give permission to erect a letting board on my property** Yes  No

**25 Inventory & Schedule of Conditions**

I instruct Bartletttings to supply on my behalf a inventory & schedule of conditions.

Please confirm we can arrange this Yes  No

Unfurnished  Furnished  Fully Furnished

**26 Keys**, please provide 3 sets of keys if selecting a managed service, if let only then just one set is needed.  Sets

**27 Other Services**

If you would like a quote for any of the following services please indicate below.

Lawn and hedge cutting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Window and Gutter Cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Decorating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Carpet cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
General House cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**28 Additional Notes**

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### 29 Complaints

We are members of The Property Redress Scheme (PRS) and the Eastern Landlords Association (ELA). As members we follow a code of practice and rules of conduct. If you wish to make a complaint please refer to our in house complaints procedure. Should this fail to satisfy your complaint you can go direct to either of the above organisations.

### 30 Appointment of Letting Agent / Owners Declaration (Please delete as applicable)

- a** **I/We** confirm that **I/We** have read this advice notice and further declare that **I am/ We are** the **owner/s** of the above mentioned property and have **sole/joint** authority to let the property.
- b** To **my/our** knowledge there is no reason why **I/we** should not proceed with the letting of this property.
- c** **I/we** further declare that **I/we** have gained consent from **my/our** mortgage company if required to let the property and have advised **my/our** insurance company if required.
- d** **I/we** hereby appoint Bartletttings Ltd as **my/our** agent to provide the services selected above in relation to the Letting and Management of the above property being conducted according to Terms of Business.
- e** **I/we** understand that it is a criminal offence to attempt to let a property that does not belong to **me/us** without a legally sworn Power of Attorney.
- f** **I/we** agree to indemnify Bartletttings Ltd (as agent) against any cost, expenses or liabilities incurred or imposed on Bartletttings Ltd provided they were incurred on **my/our** behalf (as the landlord) in pursuit of their normal duties.
- g** **I/we** declare that for the duration of the letting of **my/our** property **I/we** shall be (please tick)  
 Resident in the UK for tax purposes  Non-resident in the UK for tax purposes
- h** **I/we** further declare that should **my/our** status change during the tenancy **I/we** will immediately notify Bartletttings Ltd of the change.

**31**

Signature Landlord 1	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text" value=" / /"/>
Print Name	<input style="width: 95%;" type="text"/>		
Signature Landlord 2	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text" value=" / /"/>
Print Name	<input style="width: 95%;" type="text"/>		

**32**

Agents Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text" value=" / /"/>
Print Name	<input style="width: 95%;" type="text"/>		