

Landlord Instructions and Property Details

Please return to your local Northwood office at:

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

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

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) _____

Emergency contact

Full name _____
Relationship to landlord _____
Address _____

Postcode _____
Email _____
Telephone _____
Are you the legal owner of the : Freehold Leasehold
If leasehold, how many years remain on the lease? _____

If the property is mortgaged, who is the lender?

Mortgage provider _____

Contact details _____

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

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: _____

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

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 placing your property with us on the Guaranteed Rent Service. We can introduce you to an insurance provider. (This may not be applicable if your property is insured under a block policy i.e. flats. Please provide details below if this is the case)

May we pass your details on so that you can be contacted with a quotation? Yes No

Have you made a claim in the last five years? Yes No

Rebuild cost £

Contents value £

To work out the rebuild cost, please use the calculator on www.bcis.co.uk

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

Policy start date (DD/MM/YYYY)

Policy start date (DD/MM/YYYY)

Policy expiry date (DD/MM/YYYY)

Policy expiry date (DD/MM/YYYY)

- 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.
- This insurance is to include Property Owners Liability cover.
- If you are arranging your own insurance, you undertake to inform your insurer that the property is to be rented.
- 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.
- We will retain a copy of this schedule on file.
- You must inform Northwood if the insurance ceases, cancels or lapses at any point during the contract.
- Northwood can obtain quotes on your behalf at your express request.

Property Particulars

Stop cock location

Electric meter location

Gas meter location

Water meter location

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

Managing agent

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

Would you like us to organise:	Yes	No
Gas safety certificate		
Energy performance certificate		
Portable appliance test		
Fixed electrical wiring		

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

Electrical Safety

It is the Landlord's responsibility to ensure that any portable appliances are safe, the most efficient way of doing this is to have a Portable Appliance Test (PAT) carried out. Instruction manuals must be left as applicable.

Utility Information and What To Do Next

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	Property subject to Green Deal?
Gas supplied by			<input type="checkbox"/> Yes <input type="checkbox"/> No
Electricity supplied by			
Water supplied by			Details _____
Sewerage disposed 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.

Landlord's Name(s) _____

Landlord's Signature(s) _____

Date (DD/MM/YYYY) _____

Signed on behalf of Northwood _____

Date (DD/MM/YYYY) _____

General Data Protection Regulations

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.
4. I/we confirm that I/we agree for Northwood to advertise the property in due course and understand that this will include the erection of a To Let board.

Are you happy to receive any agreements or documents by email or other electronic means? Yes No

Tenant Find Landlords only. Which deposit protection scheme are you using?

Landlord's Name(s)

Landlord's Signature(s)

Date (DD/MM/YYYY)