

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) _____

If the property is mortgaged, who is the lender?

Mortgage provider _____

Contact details

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)

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? _____

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 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



Insurance Details cont.

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

At the time of printing this form there is no statutory annual testing requirement for electrical wiring, however, you must ensure that the wiring is safe. It is also the landlord's responsibility to ensure that any portable appliances are safe, and the most efficient way of doing this is to have a Portable Appliance Test (PAT) carried out. Instruction manuals must be left as applicable. A full electrical safety check is recommended, which we can organise for you.

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

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