

Residential Letting Agency Property Information Questionnaire

About this form

This form should be completed by the Landlord (where appropriate the male gender will include the female). The landlord may be the owner or owners; a representative with the necessary authority to rent the property for an owner who has died; a representative with the necessary authority to rent the property for a living owner (e.g. a Power of Attorney) or be renting in some other capacity. The form should be completed and read as through the questions are being answered by the owner.

If you are the landlord, you should be aware that -

This form runs in line with the Consumer Protection from Unfair Trading Regulations 2008 and as such it must be completed as wholly and accurately as possible. Under the Consumer Protection from Unfair Trading Regulations 2008 both the landlord and agent must disclose anything, within their knowledge, that would affect the transactional decision of the average consumer.

The purpose of this form is to help landlords and agents to understand the types of details that should be disclosed should they be known. This form however should not be considered exhaustive and as such anything not included on the form that you feel would affect the decision of the average consumer should also be disclosed to potential tenants.

If you are found to be in breach of the Consumer Protection from Unfair Trading Regulations 2008 then you could face both an unlimited fine and/or imprisonment of up to 2 years. The information provided within this form should only relate to the period during which you owned the property; should there be any material information prior to your ownership of which you are aware, there is an 'additional information' section at the end of the form you can utilise.

Property to be Rented

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

Landlord/s Information

Client Names

Home Number

Work Number

Mobile Number

Email

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

Landlord/s Account Information

Bank:

Name on account:

Sort Code:

Account number:

Council Tax

Which Council Tax band does this property fall within?

Please state within which Local Authority your premises is subject to council tax

Parking

What parking arrangements exist at this property?

Building Restrictions / Conditions			
Is your property a listed building			
If yes please state the grade of this property			
Is your property in a designated Conservation Area?			
Utilities / Services			
Is there central or partial central heating in your property			
If "Yes" please give details of the type of central heating (example: gas-fired, oil fired, solid fuel, liquid petroleum, gas. You will also need to answer the further 4 questions below			
Is there a maintenance contract in place for the central or partial central heating system			
If "Yes" please provide the month and year that the contract was renewed and the expiry date, if known.	Renewed:		
	Expires:		
	Who With:		
	Policy No:		
Has the central heating system or other primary heating system in your property been serviced			
If yes please provide the month and year that the heating system was serviced	Month:		Year: <input type="text"/>
Do you have a valid Gas Safety Certificate / Oil Safety Certificate / Hetas Certificate? If "No" a Certificate will need to be obtained. Michael Poole Ltd can arrange for this on your behalf – please ask. If "Yes" please provide a copy.			
Has a Legionella Risk Assessment been carried out at the property before?			
Has an electrical installation condition report been carried out at your property If "Yes" please provide a copy			

Utilities / Services continued

Please indicate which services are connected to the property.

Services	Location of Meter / Point	Type of Meter (Prepayment?)	Service Provider
Electricity			
Gas			
LPG (Liquid Petroleum Gas)			
Sceptic Tank			
Telephone Point			
Cable TV or Satellite			
If no Cable TV or Satellite are you happy for the tenant to install?			
Please state what keys and the quantity there are for each lock including windows (e.g. front door x 2, backdoor x 1, kitchen window x 1 etc)			
Alarm			
Is the alarm in working order?			
Name and contact details of the service company.			
Is it serviced annually?			
Name and contact details of the service company			
Location of water stop cock			

Energy Performance Certificate

Does your property have an Energy Performance Certificate, which has been undertaken in the last 10 Years

If "Yes" please provide a copy
If "No" you will need to have an EPC for your Property – Michael Poole Ltd can arrange this on your behalf – please ask.

Guarantees

Are there any guarantees or Warranties relating to this property??

Guarantee	Applicability
National House Building Council (NHBC)	
Roofing Work	
Damp / Rot prevention or treatment work	
Central Heating and/or plumbing work	
Electrical Work	
Windows / Doors	
Other (please state)	

Preferred Contractors

Do you have any preferred contractors for maintenance issues.

Name & Telephone Number	
Name & Telephone Number	

Restrictions / Consents

Is there currently a mortgage on the property?	
Have you obtained consent to rent from your mortgage lender?	
Is there currently a head lessee?	
If yes do you have a copy of the Head Lease?	
Are you planning to or have you arranged for any works to be carried out which may affect the moving in date, habitation period or living conditions of the tenants?	
If "Yes" please provide full details and the date from which the property will be available.	

Insurance

Do you have buildings Insurance?	
If "Yes" please provide details of the insurer and policy number.	
If "No" Michael Poole Ltd can provide a quote and forward to you.	
Do you have contents insurance for any contents that you own and will be providing during the tenancy?	
If "Yes" please provide details of the insurer and policy number.	
If "No" Michael Poole Ltd can provide a quote and forward to you.	

Furnished State

Unfurnished:
 Renting a property unfurnished, does not mean leaving the property entirely empty. It is usually expected that curtain poles and carpets, will be included, also certain Kitchen Appliances.

Part Furnished:
 Renting a property partly furnished will usually include curtains, carpets and certain white goods.

Fully Furnished:
 Renting a property fully furnished means that the property is ready to move in. The specifics of what will and will not be included would be down to you (as the landlord) and the tenant to negotiate.

Please advise the level of furnishing you are planning to rent the property in.	
---	--

Notices which affect the property

Are you prepared to accept tenants with	
Pets	
Cat / Cats	
Dog / Dogs	
Smokers	
Children	
Students	
DSS at the discretion of the managing agent and with prior consultation with the owner. (We will not discriminate against people on grounds of disability and therefore exclude disability from this clause)	

Landlord Confirmation

I/We confirm that to the best of my/our knowledge and belief the information above is accurate and includes any required material information. I agree that, at the Agents discretion the information may be used in connection with the proposed let of my / our property and passed onto any prospective tenant/s.

I/We have read the descriptive information you have prepared relating to our property and to the best of our knowledge and belief, these particulars do not contain any error, or material misrepresentation. I/We will notify you immediately, prior to a tenant moving in, if there is any material change involving any of the fixtures and fittings within the property particulars.

Landlord Signature/s	Dated

Agent Signature	Dated