

LANDLORD QUESTIONNAIRE



This questionnaire is a rather lengthy document, but it is necessary for the efficient letting of your property. Please take time to complete the form as accurately and fully as possible, but leave blank any sections that are not relevant to your circumstances. If there are any questions to which you do not know the answers and cannot easily find out, leave them blank; but equally if there is any additional information you feel we should have, please add it to the form or on a separate sheet of paper. Please use block capitals or write clearly.

PLEASE PRINT USING A BLACK PEN

Property to be let:			
Address:		Postcode:	
Full name(s) of owner(s):			
Address:		Postcode:	
Home tel no:	Mobile no:		
Fax no:	Email address:		
Alternative emergency contact in UK:			
Address:		Postcode:	
Home tel no:	Mobile no:		
Who are they?	Email address:		
Period of availability:	From:	To:	
Is this finite or likely to be extended?			
Can we erect a 'To Let' board at the property? YES / NO			
Tenant criteria (please tick all that apply): <input type="checkbox"/> Smokers <input type="checkbox"/> Pets <input type="checkbox"/> Sharers <input type="checkbox"/> Children			
Any other comments:			
What rent would you like to achieve (p/w)? £		What is the minimum rent you would accept (p/w)? £	
Who will pay the water charges? <input type="checkbox"/> Agent on behalf of owner <input type="checkbox"/> Owner direct <input type="checkbox"/> Tenant			
If there is a service charge and/or ground rent payable who is to pay? <input type="checkbox"/> Agent on behalf of owner <input type="checkbox"/> Owner direct <input type="checkbox"/> Tenant			
Please give details to whom they are paid:			
Council and Council Tax band:			
Meter positions:	Electricity:	Gas:	Water:
Suppliers:	Electricity:	Gas:	Water:
Any other comments:			
Water mains stopcock location:			
Heating supply: <input type="checkbox"/> Heating oil <input type="checkbox"/> Calor Gas <input type="checkbox"/> Coal <input type="checkbox"/> Other (please specify)			
Are deliveries made automatically?			
Does the property have a septic tank? YES / NO			
If yes, please provide details of emptying contractor, whether collections are automatic; and an indication of frequency and cost:			
Refuse collection: DAY: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri TIME:			

Repairs – do you wish Lemontree to arrange repairs to the property*? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, to a maximum of £ per repair <input type="checkbox"/> No, always contact the owner <small>*In emergency cases, Lemontree will have to act as the situation demands.</small>			
If you have particular tradespeople to be used, please give details:			
Specialist garden maintenance (beyond tenant's responsibility)*: <input type="checkbox"/> Lemontree to arrange <input type="checkbox"/> Owner's gardener <input type="checkbox"/> Owner in person <small>*Normally the tenant's responsibility. However, if the garden is maintained at the Owner's expense, a higher rent may be possible (and greater peace of mind). Large shrubs and trees usually excluded from the tenant's responsibility.</small>			
Heating boiler:	Make:	Model:	Year:
Service contracts and warranties: (Please give details of any contract and also list any items of equipment left in the property that are still under warranty (item, year bought, term))			
Gas appliance safety – an annual check of all gas installations and appliances, with the issue of a Landlord Gas Safety Certificate by a CORGI registered gas engineer, is compulsory for all rented residential accommodation. <input type="checkbox"/> Lemontree to arrange <input type="checkbox"/> Owner will arrange* <small>*If Owner arranges, a copy of the certificate must be provided</small>			
Building insurance Broker/Insurer: <small>Some insurers restrict or cancel cover for let property, so this should be checked. Lemontree can arrange cover under a block scheme with no restrictions, at competitive rates.</small>			
Tel no:		Renewal date:	
Policy no:		Policy excess: £	
Details of any previous claims:			
Contents insurance Broker/Insurer: <small>Some insurers restrict or cancel cover for let property, so this should be checked. Lemontree can arrange cover under a block scheme with no restrictions, at competitive rates.</small>			
Tel no:		Renewal date:	
Policy no:		Policy excess: £	
Details of any previous claims:			
Do you want Lemontree to arrange insurance? YES / NO (please call if you want a premium quote – terrorism cover has to be included with any of the below)			
Building insurance (re-build cost)		Sum insured: £	
Contents insurance		Sum insured: £5,000 as standard (option to increase)	
Loss of rent* <small>*Loss of rent covers for void periods if tenants have to vacate due to an insured peril. It is taken in conjunction with building cover.</small>		Sum insured: (included)	
Bank name:		Account name:	
Funds will be paid by direct electronic transfer to your bank or building society account. (Net rental income is transferred at the end of each month and reaches the specified account as cleared funds on the third working day of the month following)			
Bank address:			
Postcode:			
Account no:		Sort Code:	
Will you be residing abroad? YES / NO (If the answer if yes, then please complete below) <small>(Owners residing abroad need to be registered with the Inland Revenue Centre for Non-Residents [CNR]. Otherwise an agent is legally obliged to deduct basic rate tax prior to passing the net rent to the Owner)</small>			
Have you completed an NRL1 form? YES / NO		National insurance no:	
Local tax district:		Tax Ref no:	
Mortgage details: <small>(Mortgage lenders usually require that their permission is obtained prior to the first letting of a property. We assume compliance)</small>		Lender:	
Branch address:			
Postcode:			
Account no:		Age of property (year built):	

Tenancy Deposit Scheme

In accordance with the Housing Act 2004 all tenant deposits must be kept in a designated scheme to protect it. The default option if this section is left blank, or if full details of an alternative scheme are not provided, will be for Lemontree to hold the deposit in the Tenancy Deposit Scheme for Regulated Agents.

Lemontree is instructed to hold the deposit The Owner(s) wish to hold the deposit and will use the scheme below

Specialist garden maintenance (beyond tenant's responsibility)*: Lemontree to arrange Owner's gardener Owner in person
*Normally the tenant's responsibility. However, if the garden is maintained at the Owner's expense, a higher rent may be possible (and greater peace of mind). Large shrubs and trees usually excluded from the tenant's responsibility.

Accountant name:		Practice name:
Address:		Postcode:
Tel no:	Fax no:	

Any other comments:

Signed by the Owner(s):	Date:
-------------------------	-------



Cambridge enquiries 01223 XXXXXX Newmarket enquiries 01638 661375
info@lemontreeproperties.co.uk
10a Old Station Road, Newmarket, CB8 8DN

lemontreeproperties.co.uk

LEMONTREE