



city and village living



Landlord Questionnaire Let Only Service

This questionnaire should be read and completed in conjunction with our Terms of Business and The scottfraser Guide to Letting Your Property.

Please contact scottfraser should you require any assistance in completing this form.

This questionnaire was sent to you by the following office:

- SUMMERTOWN
- EAST OXFORD
- HEADINGTON

Version 2. July 2010



scottfraser



Property Information



Property details

Address:

Post code:

Is the property freehold or leasehold?

(If the property is leasehold please supply a copy of the head lease)

Is the property to be let subject to a mortgage?

I enclose consent from my mortgage company to proceed with letting the property

Tenants

Do you have any special non-discriminatory restrictions/requirements, e.g. no pets, smokers etc?

Certificates

I understand that scottfraser will not commence marketing on the property until appropriate certification has been received.

I enclose a copy of valid Energy Performance Certificate (EPC) for the property

I enclose a copy of valid buildings insurance for the property

I enclose a copy of valid contents insurance for the property

I enclose a copy of valid Gas Safety Certificate (GSC) for the property (if applicable)

I enclose a copy of valid Periodic Inspection & Report (PIR) for the property

I enclose a copy of valid Portable Appliance Test (PAT) Certificate for the property

Property Information



Keys Unless we have dealt with the purchase of the property on your behalf please ensure that we are left with one full set of keys to allow viewings staff to enter with prospective tenants.

Parking Please indicate which space and/or garage is allocated to the property

Are residents' permits and visitors' permits available for the property?

If so, how many?

Other details Please list below any other information of which we should be aware:

Landlord signatures

Sig 1:

Date:

Sig 2:

Date:

Residence status

Are you planning to live abroad for more than six months?

Yes No

Are you a member of Her Majesty's Forces or Her Majesty's Government?

Yes No

If you have answered Yes to the above, you will need to register with the HM Revenue & Customs to the non-resident Landlord Scheme, using an NRL1 form. Please ensure that you return this form to us, not directly to HMR&C, as we will need to complete our agency details before forwarding it on your behalf to HMR&C. Without this NRL1 form, we are legally obliged to deduct tax at the prevailing rate before remitting any funds to you. For further information speak to the lettings team or see <http://www.hmrc.gov.uk/nonresidents/iwtregister-as-a-non-resident-landlord.shtml>

Is the property to be let ever going to be your principal residence?

Yes No

Accounts Information



Landlord bank account

Account name:

Bank name:

Bank address:

Sort code:

Account no:

For office use only

LET ONLY SERVICE

Fee: £ including VAT

Landlord name:

Property address:

Office: East Oxford

Headington

Summertown

Copy to accounts:

Date:



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Residential Lettings & Property Management

Lettings Offices

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