



ESTATE AGENTS

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**OWNERS INFORMATION**

**1. Rental Property Details**

Rental Property Address: .....

.....

.....

Tel No of Property: .....

Alarm Code: .....

Date of last Service .....

Parking Space No: .....

(or provide sketch plan of location)

We recommend that you make use of the Post Office redirection service;  
please allow at least seven days prior to vacation for this to be set up. It  
is not the tenant's responsibility to forward mail.

**2. Landlords Details**

Landlord(s) Full Name:	..... .....
Correspondence Address:	..... ..... .....
Home Tel No:	.....
Business Tel No:	.....
Mobile Tel No:	.....
Email Address:	.....
(Please ensure your inbox is checked regularly as we will correspond with you via email wherever possible)	
Next of Kin Name:	.....
Next of Kin Tel No:	.....

**3. Landlord Bank Details**

Bank Name:	.....
Bank Address:	..... .....
Name On Account :	.....
Bank Sorting Code:	.....
Bank Account No:	.....

**4. Utility Details**

Electricity Supplier Name:	.....
Location of meter:	.....
Gas Supplier Name:	.....
Location of Meter:	.....
Water Supplier Name:	.....
Location of Meter:	.....
Location of Stop Cock:	.....
Council Tax Authority Name:	.....
Council Tax Band	.....

Council tax, water, gas and electricity charges will be paid by the tenants unless you have agreed to include bills within the rent. If we are managing your property, we will arrange for the transfer of the utilities after reading meters (as applicable). Telephone, cable and satellite companies will require instructions directly from the Landlord and the Tenant.

**5. Mortgage**

Name of Mortgage Lender:	.....
Permission Obtained:	Yes <input type="checkbox"/> N/a <input type="checkbox"/>

Please note, it is your responsibility and it is a requirement that written permission is obtained from the mortgagees before your property can be rented and any other lender(s) also provide written consent to the rental of the property.

**6. Management/Leasehold Company Details**

Management Company (Superior Landlord)	.....
Address:	.....
Telephone No:	.....
Contact Name:	.....

If your property is leasehold, it is a requirement that any intended furnished letting is permitted by the terms of your lease, that any tenancy is for a period expiring prior to the termination of your lease and that the written permission of your superior landlord/management company, if necessary, is obtained prior to marketing for rent.

**7. Property Insurance Details**

Buildings Insurer Name:	.....
Contents Insurer Name:	.....

Your property and contents should be comprehensively insured. You should inform your insurance company of your intention to let the property as failure to do so may mean the refusal of any claim.

**8. Rental Property Telephone Details**

Telephone No of Property:	.....
Telephone Supplier:	.....
Contact Tel No:	.....

Please note it is your responsibility to ensure that there is a telephone line installed to the property. Any associated cost of installation will be chargeable to the landlord.

**9. Cable/Satellite Details**

Cable/Satellite Provider:	.....
Contact Tel No:	.....
Please note it is your responsibility to provide a television aerial at the property. Any associated cost will be chargeable to the landlord.	

**10. Annual Gas Safety check**

It is a requirement by law that any gas appliances are safety checked annually by a suitably qualified Gas Safe engineer. A carbon monoxide detector must also be present where there is an open fire facility or woodburner. Greener Rentals will arrange the checks on your behalf and unless you have a preferred contractor detailed herewith.

Name:	.....
Contact Telephone No:	.....
Email Address:	.....

**11. Annual Electrical Safety Check**

It is a requirement by law that all portable electrical appliances in rented accommodation are checked and certified safe annually and there must be a working smoke alarm to each floor of the property. In addition, to meet our tenancy terms and conditions, the electrical installation must be inspected and certified safe by an NEI EIC registered electrician annually. Greener Rentals will arrange the electrical check on your behalf unless your preferred contractor is detailed herewith.

Name:	.....
Contact Telephone No:	.....
Email Address:	.....

**12. Legionnaires Disease Risk Assessment**

Landlords are required to undertake a risk assessment on their residential property to identify the risk of legionella in accordance with Health and Safety Executive guidance for landlords which is available online. Greener Rentals can arrange for a specialist contractor to risk assess on your behalf.

Please proceed with arranging risk assessment

YES

NO

**13. Warranties/Service Agreements**

Please give details including Company Name, Telephone Number, Agreement Reference for any appliance guarantee or maintenance service included within the rent, eg, boiler, gardener, alarm, kitchen white goods etc

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**14. Non Resident Landlords**

Letting Agents are liable for retaining tax on letting income if the landlord lives outside the UK for more than six months. Landlords can apply to receive their rental income gross via an NRL1 form available online from HM Revenue and Customs. Joint owners must submit individual forms. Please confirm below whether any owner (sole, joint or partner if the Landlord is a Company) will be residing outside the UK for more than six months.

YES

NO

**15. Declaration**

By signing this form, you are confirming your understanding and acceptance of the requirements and your associated liabilities and that all relevant permissions have been sought. Greener Rentals will not accept liability for failure by the landlord to satisfy any of the requirements stated in this document.

Landlord Signature (1) .....

Landlord Signature (2) .....

Date .....