



Leeds
LETTINGS

www.inleedslettings.com

LANDLORD INSTRUCTION

full management



Property details

Address:

Postcode:

Available from: Period available:

Advertised rental: £

Parking: Board allowed: Yes No

Viewing arrangements:

Keys supplied: Yes No Alarm code:

Local authority and Council Tax band: Furnished: Unfurnished:

Is the property mortgaged? Yes No (if 'yes' you will be asked to confirm lender's consent and advise us of lender's name, address and account number)

Is the property Freehold or Leasehold?

(If Leasehold please supply a copy of the Head Lease)

Service required

Tenancy introduction fee @ 50% first month's rent.

(Set up fee on any new tenancy created thereafter £200)

Full management @ 10% of monthly rent.

Landlord details

Property owner(s) full names:

Property owner(s) address:

Postcode:

Telephone (day): Telephone (evening):

Mobile: Fax:

E-mail:



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Landlord Bank Account

Account Name:

Bank Name & Address:

Account No:

Sort Code:

Email monthly statements? Yes No

Confirm Email Address:

Energy Performance Certificate

Require In Leeds Lettings to prepare an EPC for the property

Shall arrange my own EPC and understand that viewings cannot commence until I have provided in Leeds lettings with a copy of the certificate

Inventory

I require InL Lettings to prepare a detailed inventory for a fee of £75

I will provide my own inventory

Safety Testing

I require InL Lettings to carry out a Gas Safety Certificate (GSC) on my behalf

I will arrange my own GSC and provide a copy of the certificate to InL Lettings prior to commencement of the tenancy

I require InL Lettings to carry out a Portable Appliance Test (PAT) on my behalf

I will arrange my own PAT and provide a copy of the certificate to InL Lettings prior to commencement of the tenancy

I require InL Lettings to carry out a Periodic Installation Report (PIR) on my behalf

I will arrange my own PIR and provide a copy of the certificate to InL Lettings prior to commencement of the tenancy

I do not wish to have a PIR carried out on my property



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Tenants

Do you have any special restrictions/requirements, e.g. no children (state up to what age), no pets, smokers etc?

Buildings Insurance

I already have buildings insurance cover for my property and confirm that I have advised them of my intention to let the property

Insurer's name and address:

Policy Number:

I require In Leeds Lettings to arrange buildings insurance cover on my behalf

Contents Insurance if required

I require in Leeds Lettings to arrange contents insurance cover on my behalf

I already have contents insurance cover for my property and confirm that I have advised them of my intention to let the property

Insurer's name and address:

Policy Number:

Keys

Please ensure that we are left with sufficient sets of keys.

They should include: 2 full sets (1 of these sets to be retained in the Leeds lettings office and the other to be given to the lead tenant), and front door keys for each of the remaining tenants.

Full sets should include keys for any windows, interior/back doors, communal doors, post box etc.

Should the property have security keys please supply letter of authority in order that we may obtain any duplicate keys required.

Parking

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



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

If so, how many?

Services

Local authority:

Council tax band:

Electricity supplier:

Gas supplier:

Water supplier:

Is the water supply metered or rated?

Landline phone supplier:

What type of heating do you have?

If gas central heating, do you have breakdown cover?

Drainage – mains/septic tank?

Is there a terrestrial television aerial at the property?

Is broadband internet available in the area?

Do you have cable or satellite facilities?

Is there an activated alarm at the property?

If so, what are the alarm code and instructions?

Is the alarm serviced on an annual basis, if so by whom?

Rubbish collection day:



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Indicate the position
of the following

Main water tap/stopcock

Fuse box

Water meter

(Water meter serial no.)

Gas meter

(Gas meter serial no.)

Electric meter

(Electric meter serial no.)

Are meter cupboard keys required for the gas or electric meters? Yes No

Payment of invoices from
rent collected

Do you require the following charges to be paid?

Service charges Yes No

Ground rent Yes No

Insurance premium – contents and/or building Yes No

Others (please specify)

Block Management

If the property is in a block of flats please give details of the managing agent and/or the residents' association

Managing Agent:

Telephone no:

Residents' Association:

Telephone no:



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Neighbouring Properties

If the property is a house please give details of the owners/occupiers of the neighbouring properties, indicating if they are key holders.

Neighbour 1:

Neighbour 2:

Boundaries

Please indicate which fences/hedges you are responsible for:

Guarantees/Warranties

Please list any items under guarantee or warranty

Item 1:

Manufacturer name & contact details:

Model & serial number:

Item 2:

Manufacturer name & contact details:

Model & serial number:

Item 3:

Manufacturer name & contact details:

Model & serial number:



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Preferred Contractors

We have a number of regular local contractors to use for maintenance services. If you have contractors you would prefer us to use please supply their details

Name & contact details:

Trade:

Name & contact details:

Trade:

Name & contact details:

Trade:

Solicitor Details

Name:

Address:

Postcode:

Telephone Number:

Does your solicitor have power of attorney to sign documents in your absence?

Contact in Emergencies

Name:

Address:

Telephone Number (home/work/mobile):



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Other Details

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

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 current 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-anon-resident-landlord.shtml>

Is the property to be let ever going to be your principal residence? Yes No

Declaration

I instruct In Leeds Lettings to let (and manage) my property according to the service requirements and fee rates indicated above. I confirm that I am the owner of the property to be let.

Print Name(s):

Signature 1: Date:

Signature 2: Date:



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Signing the form electronically

This is an interactive online application form we require you to tick the box as confirmation of the details you have supplied within and agree to our terms, conditions and declarations.

Submitting the form

To submit the application you can either use the email button which will automatically open up a new email with the attachment and the recipient. This will work with any desktop mail application e.g. Microsoft Outlook or Outlook Express.

If you do not use a desktop mail client you can use the save button to download to your machine and then manually attach the application form to your preferred mail client.

Alternatively, you can print the form, fill it in, sign and date the appropriate fields and send it to our address:

In Leeds Lettings
Unit 1
Woodhouse Mews
Clayton Wood Close
Leeds
LS16 6QE

Do you require our help?

If you need any help or if you have any questions, please don't hesitate to call us

Tel: 0113 2742121

Tel: 0113 2748827

or e-mail us: lettings@inleedslettings.com

Thank you