

RESIDENTIAL LETTING AND MANAGEMENT SERVICES & AGREEMENT

INFORMATION FOR LANDLORDS

davis&
bowring





WELCOME

Davis & Bowring started trading in 1942 and now benefits from over 75 years of experience, knowledge and expertise in residential lettings and property management.

Our team offers a courteous, friendly and professional service, leaving you in the knowledge that you have entrusted your property into safe hands. Our membership of the RICS provides you with peace of mind that our organisation is well-run and correctly administered.

We offer a service to property owners and landlords that aims to provide the maximum return on your investment. Whether you are an established landlord with one or more properties, you are thinking about buying a property to rent out for the first time, or you have an existing property that you need to let out, our professional and experienced team is on hand to help you find the right tenant and to make the whole process proceed as smoothly as possible.

We offer four options to landlords:

OPTIONS	LETTING AND PROPERTY MANAGEMENT SERVICE	LETTING AND RENT COLLECTION	LETTING ONLY	CARETAKING
BEFORE THE TENANCY STARTS				
Arrange the EPC	✓	✓	✓	
Brochure with internal photos	✓	✓	✓	
Floor plans & professional photography	Optional	Optional	Optional	
Internet adverts on Rightmove and our own website	✓	✓	✓	
'To let' board	✓	✓	✓	
Accompanied viewing	✓	✓	✓	
Obtain references	✓	✓	✓	
Ensure tenant's compliance with the Right to Rent legislation	✓	✓	✓	
Draw up tenancy agreement	✓	✓	✓	
Prepare Schedule of Condition/ Inventory	✓	✓	✓	
Arrange key cutting	✓	✓	✓	
Meter reading	✓	✓	✓	
Post collection and forwarding				✓
Transfer utilities	✓	✓	✓	
Collect first month's rent and deposit	✓	✓	✓	
Protect deposit under the Tenancy Deposit Scheme	✓			
Organise initial electrical/gas/oil safety inspection	✓	✓	✓	
Organise chimney sweeping	✓	✓	✓	✓
Organise cleaning/carpet cleaning	✓	✓	✓	✓
Organise power washing	✓	✓	✓	✓
Organise one off gardening	✓	✓	✓	✓
DURING THE COURSE OF THE TENANCY				
Collect ongoing rent and produce statement production, BACS payment into your account	✓	✓		
Chase rent arrears	✓	✓		
Handle all tenant enquiries	✓			
Arrange day to day repairs and maintenance	✓			
Organise ongoing electrical/gas/oil safety inspection	✓			
Inspect periodically	✓			
Inspect for insurance purposes	✓			✓
Keyholding	✓			✓
Organise septic tank emptying	✓	✓	✓	✓
Arrange ongoing gardening services	✓			✓
Arrange tenancy renewals	✓			
Negotiate rent reviews	✓			
Oversee refurbishment projects	Optional	Optional	Optional	Optional
Handle insurance claims	Optional	Optional	Optional	Optional
AT THE END OF THE TENANCY				
Serve notice for possession	✓	Optional	Optional	
Receive and accept notice to quit	✓	Optional	Optional	
Pre-vacation inspection	✓	Optional	Optional	
Check out inspection	✓	Optional	Optional	
Final meter reading and transfer accounts	✓	Optional	Optional	✓
Negotiate any deposit deductions	✓	Optional	Optional	
Return deposit	✓	Optional	Optional	

Full details of our services and charges can be found on the following pages.

INITIAL ADVICE

We will advise you about the correct rent to market your property at and make suggestions to help you achieve as much as possible.

MARKETING AND VIEWING

We will advertise the property and undertake accompanied viewings.

WHEN A TENANT IS FOUND

Once a suitable tenant is introduced and letting terms agreed, your consent, subject to references, is requested. Once received references are forwarded to you for final approval. We then confirm moving dates at which point you must ensure the property is ready to be let in a clean and good repair with operational fixtures and appliances.

SEALING THE DEAL

We will draw up an Assured Shorthold Tenancy for the letting of your property. Our agreements have been drafted to cover the current law and protect your interests as far as possible. We cannot remove 'standard' clauses but we can add in additional ones if agreements have been made with the tenant and they are classed as fair and reasonable. We will sign the tenancy agreement on your behalf. When the tenant signs the agreement they also pay the first month's rent and the deposit. Once we have cleared funds, we hand over the keys.



RENT

A condition of the agreement is that the tenant pays the rent by standing order either to us as managing agents or directly to you.

Once the tenancy has started we will, if funds allow, take our letting fees from the first rent payment and send you the balance together with a detailed statement.

DEPOSIT

Normally your tenant will pay the equivalent of 5 weeks' rent as a security deposit. If we are managing the property we will retain it as a 'stakeholder', which means we cannot release any of the money until we have written consent from both you and the tenant. We do not pay any interest to you on the deposit we hold. By law, all assured shorthold tenancy deposits must be registered with a Tenancy Deposit Scheme. We charge a fee of £15 plus VAT to hold and register the deposit. If we are only letting the property or providing a rent collection service then we will pass the deposit to you to hold and register. We will need to know which scheme you are using as the details are legally required to be included in the tenancy agreement. You should be aware that there are serious consequences if you fail to register a deposit with an authorised scheme and adhere to the time limits set down.

Davis & Bowring is a member of the Tenancy Deposit Scheme, administered by: MyDeposits, Kingmaker House, Station Road, New Barnet, Hertfordshire, EN5 1NZ. 0844 980 0290, info@mydeposits.co.uk.

Deposits we hold are held under the terms of the Tenancy Deposit Scheme. For more information, visit www.mydeposits.co.uk.

MANAGING THE PROPERTY YOURSELF

You will retain control of the property's ongoing day to day management, collect rent, oversee repair of the property and ensure ongoing compliance with safety legislation.

You will be responsible for checking the tenant out of the property, negotiating any damages or dilapidations and arranging the return of the deposit. If there is a dispute with regard to the deposit's return you will also be responsible for making your case to the arbitrator.

Some landlords ask us to step back in at this point, which we are happy to do on an hourly rate. Indeed, if at any point during the tenancy you wish to seek our advice you only need to contact us. Needless to say, the administration and legal obligations upon landlords managing themselves is continually increasing and thus you may prefer to utilise Davis & Bowring's services as managing agents.

RENT COLLECTION

Some landlords live locally and like to be hands on with the upkeep of their property. If that sounds like you then our rent collection service might be of interest.

We collect the rent, handle any reminders, provide you with a monthly statement for your annual tax return and credit your account with the monthly rent.

ONGOING PROPERTY MANAGEMENT

If you wish Davis & Bowring to manage your property whilst tenanted, we would be happy to discuss this further and, if required, tailor a management service to take account of the property and your individual requirements. Our management service should particularly be considered if you live some distance from the property, are travelling abroad or simply wish to take a more detached role in the day to day running of the tenancy.

As your managing agent, whilst assisting you to ensure that your contractual and statutory obligations to the tenancy are met, we will provide a comprehensive service to manage your property throughout the tenancy term.

REPAIR AND MAINTENANCE POLICY

We will deal with day-to-day repairs and maintenance. Whenever possible and if the work is likely to cost more than £250 we ask for your approval before the work is undertaken. If time does not permit us to contact you or we are unable to reach you then emergency or urgent repairs will be placed in hand at our discretion to protect your interests as you have a legal responsibility to maintain essential services for your tenant (for example hot water and heating).

We will however always endeavour to contact you.

Any appliance let with the property is repairable at your expense if it simply breaks or fails through wear and tear, unless there is a specific clause in the tenancy agreement at the outset, although these can be off-putting for a potential tenant.

When we are informed of your preferred tradesmen, we shall employ them provided they are easily contactable and reliable. If any equipment is covered by a specific contract or guarantee, please provide details.

REFURBISHMENT PROJECTS AND INSURANCE CLAIMS

If you would like us to oversee items of annual or one-off maintenance (this excludes day-to-day repairs, but covers for example a new roof, replacement window, external decoration or central heating boiler), we are able to quote for this work through our Building Contracts Manager.

If you would like us to deal with an insurance claim on your behalf we are happy to do this, and work would be chargeable on an hourly basis.

INTERIM TENANCY INSPECTIONS

We will make regular visits to your property and advise you accordingly of relevant observations or concerns. These visits are not as comprehensive as a schedule of condition or a survey as the property is likely to be now fully furnished but we endeavour to be as thorough as possible.

BEFORE, BETWEEN AND AFTER TENANCIES

Unless you make arrangements with us we only manage the property for the duration of the tenancy.

CARETAKER SERVICE

In this area, we find that many people have bought properties as second homes or they live part of the year abroad. In these cases, your insurance company may require a weekly or fortnightly inspection. We are happy to undertake this for you, to arrange gardeners or cleaners, to forward post, read meters or act as a key holder for any contractors you may wish to instruct. Our inspection will involve a walk through (not including lofts unless there is staircase access) to make sure that there are no obvious problems requiring immediate action. We report to you after an inspection with a photograph of every room and the gardens and brief report.

YOUR RESPONSIBILITIES

It is your responsibility to let us know all relevant information regarding the property as part of your instructions to us.

CLEANING

You need to make sure that the premises and appliances (as well as any contents if letting furnished) are clean and in working order before the tenancy starts. The tenancy agreement says that the tenant must leave the property in a similarly clean condition at the end of the tenancy, so we strongly recommend that properties are professionally cleaned. There is a difference between a professional and domestic clean and this is often the source of dispute at the end of a tenancy. We can recommend companies in the area.

APPLIANCES

We recommend that you provide information supplied with any appliance, fixture or fitting, as if it concerns the safe use of the item it's important that the tenant is issued with a copy.

CONTENTS

Even if you are letting your property furnished you will need to remove any personal items. We also recommend removal of any items which have monetary or sentimental value.

OUTSIDE SPACES

You should leave gardens neat and tidy. The tenancy agreement requires the tenant to leave the garden in a similar condition but this really just extends to lawns, beds and weeds in paths or gravel. Heavy pruning of hedges, trees, climbing plants is your responsibility. All tenants are different but few will spend as much care and time looking after your garden as they might have done their own. To ensure it is handed back in good order you might like to consider employing a gardener on a fortnightly basis and reflecting this added service in the rent. Tenants very often appreciate the assistance and recognise the added value. We can recommend gardening companies in the area.

PROVISION OF KEYS

When we are managing your property we will need at least three sets of keys, assuming two for the tenant and a third set for us to retain. Not all locks will require multiple keys, we can review this with you before you get any cut.

PLANNING PERMISSION

You must ensure that you have all the permission you need before a property is let out.

ENERGY PERFORMANCE CERTIFICATE (EPC)

Landlords are required to provide an EPC (which will be valid for 10 years) to any prospective tenant; it needs to be included in any marketing. The EPC must be carried out by an accredited energy assessor. We can arrange this for you. There is a fixed penalty for failing to provide an EPC or not making one available when required. In order to comply with the Minimum Energy Efficiency Standards, the EPC rating must be Band E or above to be able to let the property. Certain exemptions may apply for Listed Buildings.

PERMISSION TO LET

If you have a mortgage on the property you will usually need the permission of your mortgage provider to let the property. You should obtain their written permission before we start marketing and provide us with a copy of their consent.

If the property is leasehold, the lease may say that you require written permission from the superior landlord before you can sublet. Depending on the lease terms we may require a copy of the lease and the landlord's written approval before we start marketing.

It is your responsibility to obtain the consents required.

INSURANCE

During the period of the tenancy it will be necessary for you to advise your insurers of the change of status and to continue to insure your rented property adequately for buildings and contents risks. Many landlords also take Third Party Liability Insurance to cover any claim made by a tenant or anyone who might be affected by a defect which results in danger or personal injury. It is the responsibility of the tenant to insure their own contents.

SAFETY LEGISLATION AND CHECKS

Landlords have a legal obligation to ensure that the property is safe for tenants in every regard. Some of these are detailed below but other issues you should consider are legionella (eg in the water systems of properties which may have been vacant for a period of time), asbestos, trip hazards, security on doors and the appropriate use of safety glass.

We can arrange the main safety checks on your property, or you can organise them and provide us with the certificates. For management clients we provide an ongoing service to cover the length of the tenancy as some checks are annual. If you choose to manage the property yourself, it is your responsibility to provide ongoing continuous cover.



ELECTRICAL

Legislation covers fixed electrical wiring, plugs, sockets and portable electrical appliances (anything with a plug). These require that the electrical supply and any electrical appliances supplied by a landlord for a residential tenanted property must be safe.

SMOKE AND CARBON MONOXIDE ALARMS

Legislation covers the provision and positioning of such detectors.

SOLID FUEL APPLIANCES

Legislation relates to open fires, wood and multi-fuel stoves and solid fuel range cookers, we recommend that flues are swept prior to the commencement of the tenancy. It is then the responsibility of the tenant for the duration of the term. For oil boilers, stoves and range cookers we recommend an annual service at the expense of the landlord.

GAS

Annual safety checks are required on gas appliances. We also recommend an annual service at your expertise.

FURNITURE AND FURNISHINGS

Legislation covers all upholstery and upholstered furnishings, including loose fittings and permanent or loose covers. The regulations do not apply to duvets, sleeping bags, bed clothes, curtains and carpets; these must comply with the ignitability tests which measure the flame-retardant qualities of the furnishings. You should check the compatibility of all furnishings with the manufacturer or supplier and remove (and if necessary, replace) any furniture or items that do not comply.

SECURITY ALARMS

If you offer the property with use of a security alarm it is your responsibility to have it serviced in accordance with the manufacturer's recommendations.

TAX IMPLICATIONS FOR OVERSEAS LANDLORDS

If you are travelling or residing abroad, you are legally required to apply to the Inland Revenue to receive UK rental income with no tax deducted. Under these circumstances we will deduct tax unless we receive the appropriate form from HMRC which indicates approval of the exemption.

MAIL REDIRECTION

We will forward to any address in the UK post addressed to you once it reaches our office, however you cannot expect your tenant to do this. We strongly recommend that you set up a formal redirection through the Post Office.

PROVISION OF INFORMATION TO ACCOUNTANTS

Everything you will require (our fee invoices, contractor's invoices and statements) will be sent to you at the appropriate time but if you do require further copies later in order to submit your tax returns then our time will be chargeable at the quoted hourly rate.

AGENTS' REDRESS SCHEME

As we are regulated by the RICS we are covered by the Ombudsman Service in the event of any dispute. If you choose to let your property directly you will need to register with one of the authorised schemes.

LETTING/ MANAGEMENT AGREEMENT

The Owner appoints the Agent (Davis & Bowring, Lane House, Kendal Road, Kirkby Lonsdale, Carnforth, Lancashire, LA6 2HH) to be agent for the property and to perform the duties set out in this document in accordance with the following terms:

THE AGENT AGREES WITH THE OWNER TO:

1. Notify the Owner of every occasion where any rent due has been outstanding for longer than 28 days.
2. Pay any sums reasonably necessary to be expended in respect of the property in an emergency in accordance with the principles of good estate management.
3. Inspect the property as often as the Agent considers necessary to see the property is being kept in a good tenant-like manner.
4. Prepare statements of account to show all receipts and all expenditure by the Agent.
5. Except in the case of an emergency, or of work required by law, notify the Owner as soon as is possible of all reasonably required works of repair and maintenance of the property and seek the Owner's instructions as to the carrying out of such works. Upon receipt of such instructions to instruct contractors to carry out the works.
6. Not accept any liability for work carried out by contractors nor offer any indemnity to the owner.
7. Notify the Owner immediately of any occasion when the agent is unable to discharge any liability to the Owner or to pay any sum or is unable to instruct contractors in respect of works on account of insufficient sums collected and retained.
8. Notify the Owner before any date in any tenancy of the property on which such tenancy may be determined by the Owner and to seek instructions from the Owner as to the service of any notice which the Owner may be entitled to serve, and if so instructed, to effect service of any such notice.



9. Notify the Owner of any breach in the tenancy agreement that becomes apparent to the Agent.
10. The Agent shall be entitled to retain any interest earned on any monies while they are held in the Agent's account.
11. Without prejudice to the generality of the foregoing to manage the property on behalf of the Owner in accordance with the principles of good estate management.

THE OWNER AGREES WITH THE AGENT:

1. To pay the fees as agreed to the Agent.
2. To pay additional fees and charges as detailed in this information.
3. If the Owner withdraws the property from the Agent, prior to a tenancy commencing, an administration charge is due. Should the Agent be instructed to act in a full management capacity and successfully sign up the tenant, they reserve the right to charge the full commission payable for the agreed term, should the Owner terminate the agreement before the expiration of the term.
4. If the property is sold or passed on with a tenant we have introduced and the new owner does not agree to our terms and conditions of business, we will ask you, the original landlord to pay our fees for the balance of the remaining fixed term.
5. Should the tenant agree to buy the property during the term of the tenancy, whether or not we have negotiated the sale, a commission will fall due; this will be 1% plus VAT of the agreed sale price.
6. This agreement may be determined by either party giving not less than one month's prior written notice expiring at any time but without prejudice to the rights of either party against the other in respect of any preceding or antecedent breach of the terms of this agreement.

7. Within one month of this agreement being determined then subject to all monies owed to the Agent under this agreement having been paid by the Owner, the Agent agrees to prepare and serve on the Owner a statement of account showing all receipts and expenditure in respect of the property from the date of the last statement of account up to the date of such determination.
8. The Owner confirms that he has read and understood the terms of this agreement and knows to take separate legal advice before entering into the same.
9. The Owner confirms that he hereby authorises the Agent to sign any such leases, notices, documents, etc., on his behalf as may be required.

INSTRUCTIONS TO ACT

I/We appoint Davis & Bowring as my/our Agent and confirm I/we are the legal owner/s of the above property.

Money Laundering Regulations - these regulations require Davis & Bowring to verify the identity of all new clients, please provide ID (photo passport or photo driving licence are ideal) and proof of current address (utility bill dated within the last three months).

FULL NAMES OF OWNER(S): _____

FUTURE CORRESPONDENCE ADDRESS: _____

_____ POSTCODE: _____ MOBILE(S): _____

HOME TELEPHONE(S): _____ WORK TELEPHONE(S): _____

EMAIL: _____ PRIMARY ADDRESS: _____

LEVEL OF INSTRUCTION

I/We agree to pay the fees and other charges as they apply and instruct Davis & Bowring to:

LETTING ONLY _____ Let the property at the equivalent of _____% of one month's rent plus VAT.

RENT COLLECTION _____ Let the property at the equivalent of _____% of one month's rent plus VAT and then collect and administer the rent at _____% of one month's rent plus VAT.

FULL MANAGEMENT _____ Let the property at _____% (of the monthly rent) plus VAT and then _____% plus VAT of the monthly rent on an ongoing basis.

HOURLY RATE IF REQUIRED ___ £ _____ plus VAT

INVENTORY/SCHEDULE OF CONDITION CHARGE ___ £ _____ plus VAT

DEPOSIT PROTECTION SCHEME _____ £ _____ plus VAT

WITHDRAWAL FEE _____ £ _____ plus VAT

KEY CUTTING SERVICE _____ £20 plus VAT flat rate plus charge for cutting

ENERGY PERFORMANCE CERTIFICATE _____ £ _____ plus VAT

FLOOR PLANS & PROFESSIONAL PHOTOGRAPHY _____ £ _____ plus VAT

PROPERTY DETAILS

ADDRESS OF PROPERTY TO LET: _____

THE PROPERTY WILL BE: FURNISHED/UNFURNISHED WITH APPLIANCES/PART FURNISHED/FURNISHED: _____

PLEASE SPECIFY ALL ELECTRICAL APPLIANCES THAT YOU INTEND TO LEAVE (IE: ANYTHING WITH A PLUG): _____

PLEASE LIST ANY GAS / OIL / SOLID FUEL APPLIANCES: _____

WHEN IS IT AVAILABLE? _____ ADVERTISED RENT: _____

ACCESS ARRANGEMENTS FOR VIEWINGS: _____

CAN WE ERECT A 'TO LET' BOARD? IF SO,
PLEASE CONFIRM YOUR PREFERRED LOCATION: _____

IS THERE A MORTGAGE ON THE PROPERTY?
IF YES, PLEASE SUPPLY A COPY OF THE MORTGAGE
COMPANY'S LETTER OF CONSENT. _____

PLEASE LIST THE KEYS TO BE
HANDLED OVER TO DAVIS & BOWRING _____

PLEASE PROVIDE A BOUNDARY PLAN TO BE
INCLUDED IN THE TENANCY AGREEMENT SO
THAT YOUR TENANT KNOWS EXACTLY THE
EXTENT OF THE PROPERTY. _____

ARE THERE ANY RESTRICTIVE COVENANTS
IN YOUR DEEDS THAT THE TENANTS WILL
NEED TO ABIDE BY? EG: NO CARAVANS OR
COMMERCIAL VEHICLES _____

OCCUPATIONAL RESTRICTIONS

WILL YOU ACCEPT SMOKERS? _____ YES / NO WILL YOU ACCEPT PETS? _____ YES / NO

WILL YOU ACCEPT CHILDREN? _____ YES / NO

DO YOU REQUIRE ANY OTHER CLAUSES TO BE ADDED? EG:
NO ACCESS TO GARAGE _____ YES / NO

FOR LONG LEASEHOLD PROPERTY

DOES THE LEASE PERMIT LETTING? PLEASE PROVIDE A COPY OF THE LEASE. _____

ARE THERE ANY ADDITIONAL MATTERS THAT THE TENANT NEEDS TO BE AWARE OF? SOME APARTMENT BLOCKS
OWNERS AGREE ADDITIONAL 'RULES OF OCCUPATION' OVER AND ABOVE WHAT IS STATED IN THE LEASE.

WILL YOU CONTINUE TO PAY THE SERVICE CHARGE AND GROUND RENT? _____

WHICH ITEMS DOES THE SERVICE CHARGE COVER THAT WOULD AFFECT
THE TENANT? EG: CLEANING COMMON PARTS, WINDOW CLEANING ETC _____

NAME AND CONTACT DETAILS OF MANAGEMENT COMPANY: _____

FOR PROPERTIES TO BE FULLY MANAGED PLEASE PROVIDE FURTHER DETAILS

PREFERRED CONTRACTORS: _____

SERVICE CONTRACTS/WARRANTIES ETC _____

SAFETY RELATED MATTERS

I/We instruct Davis & Bowring to undertake the following safety checks. Please tick those that apply and if making your own arrangements please note that we will require the certificates before the tenancy can commence.

- | | | |
|----------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ELECTRICAL FIXED WIRING (EVERY FIVE YEARS) | <input type="checkbox"/> | ARE YOU LEAVING SMOKE ALARMS? IF SO,
WHERE? ARE ANY OF THESE MAINS POWERED? |
| ANNUAL ELECTRICAL PORTABLE APPLIANCE | <input type="checkbox"/> | _____ |
| ANNUAL GAS SERVICE AND SAFETY CHECK | <input type="checkbox"/> | ARE YOU LEAVING CARBON MONOXIDE ALARMS?
IF SO, WHERE? |
| ANNUAL OIL SERVICE AND SAFETY CHECK | <input type="checkbox"/> | _____ |
| ANNUAL AGA/RAYBURN/ESSE (RANGE COOKER
ETC.) SERVICE AND SAFETY CHECK | <input type="checkbox"/> | ARE YOU LEAVING ANY UPHOLSTERED ITEMS? THIS
INCLUDES SEAT PADS, WINDOW SEAT PADS AND
SCATTER CUSHIONS. IF YES, DO THESE ITEMS HAVE A
LABEL INDICATING COMPLIANCE WITH 1988 LEGISLATION? |
| ARE YOU AWARE OF ANY ASBESTOS AT THE
PROPERTY? IF SO, PLEASE PROVIDE DETAILS. | <input type="checkbox"/> | _____ |
| _____ | | _____ |
| _____ | | _____ |

PREPARATION FOR LETTING

In advance of the tenants moving in, I/we instruct Davis & Bowring to arrange the following work (we will obtain a quote for your approval before instructing the work). Please tick those that apply:

- | | |
|---------------------------------|--------------------------|
| PROFESSIONAL DEEP CLEAN | <input type="checkbox"/> |
| PROFESSIONAL OVEN CLEANING | <input type="checkbox"/> |
| PROFESSIONAL CARPET CLEANING | <input type="checkbox"/> |
| GARDEN TIDY UP | <input type="checkbox"/> |
| POWER WASHING OF PAVING/DECKING | <input type="checkbox"/> |
| WINDOW CLEANING INSIDE AND OUT | <input type="checkbox"/> |
| WINDOW CLEANING OUTSIDE | <input type="checkbox"/> |
| CHIMNEY SWEEPING | <input type="checkbox"/> |

SERVICES

	PROVIDER	METER LOCATION	CUSTOMER REFERENCE NUMBER
Electricity			
Water			
Gas			
LPG		Location of tank: Is there a gauge?	
Oil		Location of tank: Is there a gauge?	
Telephone		N/A	
Broadband		N/A	
Council tax		N/A	

ARE ANY OF THE SERVICES SHARED?
IF SO, PLEASE PROVIDE DETAILS. _____

IF YOU HAVE PRIVATE DRAINAGE, PLEASE PROVIDE DETAILS (LOCATION OF TANK, ACCESS ARRANGEMENTS WHETHER IT IS A SOLE USE TANK AND CONFIRM WHETHER IT WILL REQUIRE PERIODICALLY EMPTYING AND IF SO, HOW OFTEN AND BY WHOM). IT IS USUAL FOR TENANTS TO PAY FOR EMPTYING DURING THE PERIOD OF THEIR TENANCY, BUT WE WILL DISCUSS THIS IN GREATER DETAIL WITH YOU AS ALL SITUATIONS ARE DIFFERENT.

DOES THE PROPERTY HAVE A SATELLITE TELEVISION DISH?
CONNECTION AND SUBSCRIPTION IS THE TENANT'S RESPONSIBILITY. _____

WHERE IS/ARE THE STOP COCK/S? _____

IS THERE A SECURITY ALARM INCLUDED WITH THE PROPERTY? IF YES, PLEASE PROVIDE INFORMATION FOR USE AND DETAILS OF THE SERVICE CONTRACT YOU HOLD. ALTERNATIVELY, IF YOU DON'T WISH TO MAINTAIN IT, WE WON'T ADVERTISE THE PROPERTY WITH THIS SERVICE.

IS THERE A TELEVISION AT THE PROPERTY? IF SO, PLEASE PROVIDE A COPY OF THE CURRENT LICENCE IF YOU HAVE ONE. IT IS YOUR RESPONSIBILITY TO MAINTAIN COVER. _____

FINANCIAL ARRANGEMENTS

Which account would you like the rent to be paid into?

ACCOUNT NAME: _____ BANK NAME: _____

ACCOUNT NO.: _____ SORT CODE: _____

IF APPLICABLE, HAVE YOU APPLIED TO THE HMRC UNDER THE 'NON RESIDENT LANDLORD'S SCHEME' TO RECEIVE UK RENTAL INCOME WITH NO TAX DEDUCTED?

When we protect the deposit with MyDeposits we are asked the following questions; to save time later on, we ask that you provide answers at this stage:

HAS THE LANDLORD BEEN CONVICTED OF (OR HAVE A HEARING PENDING) MONEY LAUNDERING, FRAUD OR ANY OTHER FINANCIAL CRIME?

HAS THE LANDLORD BEEN REFUSED MEMBERSHIP OF ANY OTHER TENANCY DEPOSIT PROTECTION SCHEME WHETHER INSURANCE BASED OR CUSTODIAL BASED?

HAS THE LANDLORD EVER BEEN REFUSED A LICENSE TO OPERATE A LETTINGS BUSINESS IN ENGLAND OR WALES WHICH IS REQUIRED UNDER THE HOUSING ACT 2004?

AUTHORISATION

I/We the landlord/s acknowledge and agree to the terms and conditions as set out above and confirm that the information provided is accurate to the best of my/our knowledge:

LANDLORD

PRINT NAME: _____ SIGNATURE: _____

DATE: _____

JOINT LANDLORD

PRINT NAME: _____ SIGNATURE: _____

DATE: _____

CONTACT US

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