

LANDLORDS INFORMATION FORM

Please note that it is the landlord's responsibility to complete this form and return it to Bidwells, prior to the commencement of the marketing of your property. Please ensure that all fields are completed.

PRE-MARKETING INFORMATION REQUIRED

Address of the property to be let

Email address

Home/work phone numbers

Mobile number

Full name of legal owners as per the property deeds
(Company name if applicable)

Please enclose a copy of the land registry document or mortgage statement showing proof of ownership

Letter enclosed

Yes No

Please confirm if you are the 'beneficial owner'
For example if you are acting on behalf of another person, or if you need to establish the ownership structure of a company, partnership or trust

Yes No

Address for landlord correspondence whilst the property is let

Date property available

Management service required

Fully Managed

Rent Collection

Let Only

Does the property have a current valid EPC with an 'E' rating or above?

Yes No

Would you like Bidwells to arrange an EPC for you?

Yes No

Can a 'To Let' board be erected?

Yes No

Would you consider allowing pets?

Yes No

If 'Yes' please confirm your preference

Will the property be furnished or unfurnished?

Will the property have curtains/blinds fitted?

Yes No

PROPERTY MANAGEMENT WORKS

Bidwells arrangement fees in addition to works invoice

Cleaning

Please confirm if you would like Bidwells to arrange a professional pre-tenancy clean.	Landlord	Bidwells	(Bidwells arrangement fee of £25)
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Keys

Would you like Bidwells to arrange to cut keys ready for tenancy? Four sets required, two for tenants and two for office.	Landlord	Bidwells	(Bidwells arrangement fee of £25)
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Certificates and Pre-tenancy works'

Is there a valid Landlord Gas Safety Certificate?	Yes	No	(If yes, a copy must be provided to Bidwells)
If not, would you like Bidwells to arrange?	Yes	No	(Bidwells arrangement fee of £10)
Has a EICR been carried out in the last 5 years?	Yes	No	(If yes, a copy must be provided to Bidwells)
If not, would you like Bidwells to arrange?	Yes	No	(Bidwells arrangement fee of £10)
*Has a Legionnaires Risk Assessment been carried out?	Yes	No	(If yes, a copy must be provided to Bidwells)
If not, would you like Bidwells to arrange?	Yes	No	(Bidwells arrangement fee of £10)
Have the portable appliances been PAT tested within the last 12 months?	Yes	No	(If yes, a copy must be provided to Bidwells)
If not, would you like Bidwells to arrange?	Yes	No	(Bidwells arrangement fee of £10)

*Please see link for FAQs and further details on landlord responsibilities regarding Legionnaires disease.
<http://www.hse.gov.uk/legionnaires/what-is.htm>

LANDLORD'S BANK ACCOUNT DETAILS FOR RENT PAYMENTS

Bank name and address

Account name

Account number

Sort code

Iban/ Swift code (for overseas bank accounts)

OVERSEAS LANDLORDS

If residing overseas for longer than six months then you are required to complete a non-resident landlord form that can be found here

<https://www.gov.uk/government/collections/non-resident-landlords-forms>

Agent reference number: NA000892

Have you completed a non-resident landlord form?	Yes	No
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MORTGAGE DETAILS

Does the property have a mortgage?	Yes	No
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Name of mortgage company

Address of mortgage company

Phone number

Account name and number

If the property is not mortgaged with a buy-to-let mortgage, do you have permission to let the property?	Yes	No
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If 'Yes' please enclose a copy of the authorisation letter If 'No' please obtain the necessary authorisation and forward a copy of the letter as soon as possible. We cannot let the property without this.	Letter enclosed	
	Yes	No

INSURANCE DETAILS

Do you have landlord buildings insurance?	Yes	No
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Do you have landlord contents insurance?	Yes	No
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Do you have sufficient public liability cover?	Yes	No
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Copy of insurance policy included If 'No' please ensure a copy is forwarded to Bidwells prior to the start of the tenancy	Yes	No
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Name of insurance company

Address

Telephone number

Policy number

BLOCK MANAGEMENT (IF APPLICABLE)

Freeholder name and address:

Please advise the name and contact details of the company who collects the Ground Rent

Please advise the name and contact details of the company who collects the Service Charges (if different)

Please confirm if you have provided Bidwells with a copy of the head lease if applicable Yes No

Please note that Bidwells shall not be responsible for paying the invoices on the service charges or ground rent for your property.

Please ensure that you have requested that your service charges and ground rent bills are sent directly to you and not to the rented property address, even if you are overseas. Bidwells accepts no responsibility for payment of these charges or for any misdirection of mail.

SERVICE CONTRACTS/WARRANTIES IN EXISTENCE

Please give names, phone numbers and frequency of attendance if applicable

Central heating

Appliances / guarantees / alarm

Other (e.g. homecare / domestic and general)

MISCELLANEOUS INFORMATION

Please note that this section together with the utilities information will be given to the tenant(s) at the commencement of the tenancy

Refuse collection dates & bin location

Alarm code/location (if applicable)

Cycle storage location (if applicable)

Parking bay number & location (if applicable)

Communal door codes (if applicable)

Location of instruction manuals

Stopcock location for:

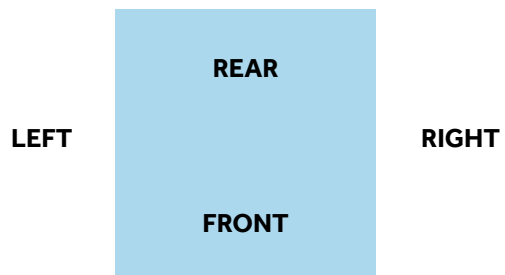
Water

Gas

Fuse box location

Further relevant information for tenants

Please indicate the boundary location for your fences and hedges by clicking the relevant boxes



UTILITIES INFORMATION

Gas supplier

Telephone number

Meter location

Serial number

Electricity supplier

Telephone number

Meter location

Serial number

Oil supplier

Telephone number

Meter location

Serial number

Water supplier

Telephone number

Meter location

Serial number

Council Tax Authority

Telephone number

Council tax band and amount for current year

Is there a phone line in the property?	Yes	No
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Is there cable in the property (e.g. virgin media)?	Yes	No
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Is there a satellite dish installed?	Yes	No
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FUTURE INVESTMENT OPPORTUNITIES

Would you like to hear more from us about future buy to let investment opportunities in Cambridgeshire?

Are you happy to be emailed?	Yes	No
Are you happy to be contacted by telephone?	Yes	No

Signed

Dated

Signed

Dated