



◆ Estate Agents ◆ Lettings ◆ Property Management ◆ Auctioneers & Valuers ◆ Financial Services ◆

# Let & Managed Property Instruction Form

Full property address : \_\_\_\_\_  
\_\_\_\_\_

Owners name/names: \_\_\_\_\_

Correspondence address: \_\_\_\_\_  
\_\_\_\_\_

Home tel no: \_\_\_\_\_

Work tel no: \_\_\_\_\_

Mobile tel no: \_\_\_\_\_

Email: \_\_\_\_\_

Fax no: \_\_\_\_\_

Other Contact Details: (in the event we are unable to contact you please provide details of someone else we can contact)

Contact name: \_\_\_\_\_ Tel. no. \_\_\_\_\_

Contact name: \_\_\_\_\_ Tel. no. \_\_\_\_\_

## BANK DETAILS

NAME & ADDRESS OF BANK: \_\_\_\_\_  
\_\_\_\_\_

POST CODE: \_\_\_\_\_

YOUR NAME AS APPEARS ON ACCOUNT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

SORT CODE: \_\_\_\_\_

# CONFIRMATION OF PROPERTY DETAILS

Property type: \_\_\_\_\_ (If applicable) which floor: \_\_\_\_\_

No. of Bedrooms:

No. of Reception Rooms:

No. of Bathrooms:

No. of double Bedrooms:

Kitchen: Fitted Base / Wall Units  Fully Fitted / Integrated Appliances

Bathroom: Electric Shower  Built In / Piped Shower  No shower

Is property to be Furnished or Unfurnished?      Furnished      Unfurnished

Parking: Location/ Space No./ Underground \_\_\_\_\_ No. of spaces \_\_\_\_\_

Outside Space: Gardens  Terrace  Patio  Balcony  Other

If other please specify : \_\_\_\_\_

Is an alarm fitted? \_\_\_\_\_ Location: \_\_\_\_\_ Code: \_\_\_\_\_

Location of meters: Electricity \_\_\_\_\_ Gas \_\_\_\_\_

Water \_\_\_\_\_ Location of stop tap: \_\_\_\_\_

Are Fire Resistant Labels intact?      Yes      No\*

\*Compulsory since 1993 mandatory act

**Documents & Manuals Available (inc. British Gas 3\* cover, extended guarantees and insurance details)**

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## Emergency Repair Procedure

The Landlord acknowledges that the Philip James Partnership have an emergency call out procedure and authorises that, in an emergency repair situation, the company can implement this procedure without prior authorisation from the landlord at a cost of up to £250.

**Repairs & Maintenance Instructions:** (Please details names and contact no's of any preferred contractors, if not using PJP Maintenance)

Gas Repairs: \_\_\_\_\_

Boiler Repairs: \_\_\_\_\_

Electric Repairs: \_\_\_\_\_

Plumbing Repairs: \_\_\_\_\_

General Repairs: \_\_\_\_\_

**Utilities:**

**Does Property Have Gas?**  YES  NO      **Copy of G.S.Certificate enclosed**  YES  NO

N.B. If YES, please attach a copy to this form, If NO then PJP will instruct a corgi registered engineer to carry one out once a suitable tenant has been found and a moving in date has been set.

**Does the Property have Electricity?**  YES  NO

**Utility Supplier Information:**

Please State Utility Suppliers, if known:    Electric Supplier: \_\_\_\_\_    Gas Supplier: \_\_\_\_\_

Water Supply                                  Metered:                                   Billed:                                   Unknown:

**Hot Water & Heating:**

**Boiler Type:**                                  Combi                                   Back Boiler                                   Water Heater Only (No Central Heating)

**Heating Type:**                                  Radiators                                   Gas Fires                                   Electric Storage Heater                                   Underfloor

**Windows:**                                  Single Glazed                                   Hard Wood / Metal Double Glazed                                   Upvc Double Glazed

**RENT:**

Initial rent: £ \_\_\_\_\_                                  Lowest Acceptable Rent: £ \_\_\_\_\_

**Do you wish a 'TO LET' board to be erected?**                                  Yes                                   No

**Should a block manager be in place at your property please complete the following section:**

**Management company name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Contact no:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Non UK Resident Landlords Scheme (Fico Tax)**

Are you a non resident landlord?    Yes                                   **No**

If you are a non UK residential landlord please see our website (under Property Management section) for all the information you need to get a Fico number.

Failure to provide this information will result in PJP deducting 20% tax of all rents received as required by law.

## Keys

Philip James require two full sets of keys including any fobs/ swipe cards etc to hold in the office. Once the property is tenanted we will then require another set per tenant upon move in. **The cost of the extra keys will be taken out of your 1<sup>st</sup> months rent.**

No of yale keys received: \_\_\_\_\_

No of mortice keys received: \_\_\_\_\_

No of security keys received: \_\_\_\_\_

No of fobs received: \_\_\_\_\_

Other keys received: \_\_\_\_\_

## Receipt of Rent

The monthly rent will be transferred into your bank account on or by the 18<sup>th</sup> of the month by the Accounts Department.

## Tenancy Deposit Scheme

The Landlord acknowledges that the deposit collected by Philip James Partnership on behalf of the landlord and from the tenant will be insured under the new government legislation named, TDS (Tenancy Deposit Scheme) and the cost for this will be £30 per deposit.

**Signed:**

**Print name:**

**Date:**     /     /