

Owner and Property Details – Full Management & Rent Collection

Full address of property:

Postcode: _____

Details of legal owner(s) of above property:

	Owner 1:	Owner 2:
Title:		
Forename(s):		
Surname:		
Address:		
	Postcode:	Postcode:
Mobile No.:		
Home No.:		
Email:		
Emergency contact (UK):	Name: Mobile: Email: Relationship:	Name: Mobile: Email: Relationship:

If more than one legal owner, please specify below the split of ownership:

Owner 1:	%
Owner 2:	%

(Please inform us if the rent payment(s) are to be made to separate bank accounts.)

Property details:

What rent would you like to achieve?	PCM
Date property is available from:	
What length of tenancy would you like?	MONTHS
May we erect a 'To Let' board?	YES / NO
Will you accept:	Children YES / NO Pets YES / NO Sharers YES / NO Smokers YES / NO
Do you have a valid Landlord Gas Safety certificate?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Do you have a valid Electrical Installation Condition Report (EICR)?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Do you have a valid Energy Performance Certificate (EPC)?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Do you have a floorplan?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Have you had a legionella risk assessment carried out?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Is there a working smoke alarm on each floor of the property?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.
Is there a working carbon monoxide detector in any room with a boiler or solid fuel appliance?	YES / NO (if no, please complete below) Would you like Bush & Co to arrange this? YES / NO Please refer to fees shown in terms.

Utilities:

Council	Locality:	
	Tax band:	
Gas	Meter position:	
	Supplier:	
Electricity	Meter position:	
	Supplier:	
Water (if applicable)	Meter position:	
	Supplier:	
	Mains stopcock location:	

Notes:

<p>Is there any other information regarding the property that may be useful for Bush & Co to know?</p>	
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Repairs:

<p>Would you like Bush & Co to arrange repairs/maintenance work for the property?</p>	<p>YES / NO</p>
<p>Please give details if you wish Bush & Co to use any specific contractors.</p>	

Bank details:

Funds will be paid by BACS transfer to your bank account	Bank name:	
	Branch address:	
	Account name:	
	Sort code:	
	Account number:	

Tax status:

Will you be residing outside of the UK?	YES / NO If yes, have you completed an NRL1 form with HMRC? We will need your approval number in order to pay your rent over to you without any tax deductions. We are legally obliged to deduct tax at source if we do not receive your approval number. Please ask us for more information.
Are you VAT registered?	YES / NO

Tenancy deposit scheme:

Bush & Co will hold the deposit in a designated account and register it with the Tenancy Deposit Scheme unless specifically requested by the owner and proof of registration with another scheme is provided.

General Data Protection Regulations (GDPR):

Bush & Co Property Management Ltd (Bush & Co) takes your privacy seriously and we will only collect and retain the information we will need to provide our service to you. Bush & Co will be what is known as your Data Controller and, as we also process the information, we are your Data Processor. A copy of our Privacy Policy is included.

Signed by owner: _____

Print name: _____

Date: _____

Signed by owner: _____

Print name: _____

Date: _____