



Property Owners Form

Please complete as much of this form as possible so we may have all relevant information to enable us to manage your property as effectively as possible.

Property Owners Details	
Name(s) in full	Mr/Mrs/Miss/Other Mr/Mrs/Miss/Other
Correspondence Address (inc post code) Additional property owners please give address details, if different, overleaf	(Current) (Future, if changing).....
Contact details	Home Tel / Work Tel Mobile / Fax Email

Alternative Contact Details	
Please provide alternative contact details, with authority to make decisions on your behalf, whom we may contact in the event of an emergency should we be unable to make contact with you	
Name(s) in full	Mr/Mrs/Miss/Other
Address (inc post code) Relationship (ie mother, friend, accountant)
Contact details	Home Tel / Work Tel Mobile / Fax Email

Additional Information	
Does any other person have access/keys to your property?	YES / NO If YES please give name, details and contact number
Is there a security alarm at the premises? (please ensure you state alarm code and provide instructions)	YES / NO If YES please give details including any maintenance or monitoring contract in place
Please ensure that you have made all these persons aware that you are letting out your property through Katie Homes until further notice and that you have instructed them that they must not enter the property during any term of tenancy, without direct authority from your tenants, to be arranged via Katie Homes (Nottingham) Ltd	

Property Details	
Please provide alternative contact details, with authority to make decisions on your behalf, whom we may contact in the event of an emergency should we be unable to make contact with you	
Address (inc post code) Tel No
Furnished?	YES / NO

	If NO, please provide curtains, carpets, light fittings, cooker, television aerial and telephone points If YES, please provide a full inventory – Katie Homes (Nottingham) Ltd can draw one up for an additional charge if you require
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Conditions	
Will you allow children?	YES / NO / please refer
Will you allow pets?	YES / NO / please refer
Will you allow smokers?	YES / NO / please refer
Will you allow applicants on Housing Benefit?	YES / NO / please refer
Date property available for letting	
Length of potential availability	

Mortgage (your mortgage provider will need to know that you are letting out your property)	
Does the property have a mortgage?	YES / NO
If so, please confirm that the mortgage company have given you authority to let your property	YES / NO

Repairs and Maintenance	
<p>Our Terms of Business provide for us to arrange for those minor works which are your responsibility to be carried out without your prior approval up to a limit of £..... (inc VAT)</p> <p>If you would like to increase this amount, please indicate here the amount we may spend on any one repair which we feel is necessary, without reference to you £(inc VAT)</p> <p>Wherever possible, payments for works carried out will be deducted from rental monies received. Details of works carried out and all receipts will be forwarded to you with rent statements. Please note that you will be liable for direct settlement of invoices should we not be in funds on your account.</p> <p>For all repairs we will instruct appropriately qualified or experienced tradesmen on your behalf. Please provide us with details if you wish to nominate your own:</p> <p>Name, contact and area of specialisation:</p> <p>Name, contact and area of specialisation:</p>	

Gas and Electrical Safety Certificates	
<p>Current legislation requires that all gas appliances and electrical wiring and appliances at rented properties are professionally checked and carry a valid certificate of safety issued annually by an appropriately qualified engineer. If you do not have existing certificates we will have to carry these out prior to starting your tenancy.</p> <p>Please tick if you have valid certificates (and provide us with copies) <input type="checkbox"/></p>	

Insurances (all premiums are subject to IPT @ 5%)	
<p>Rent and Legal Protection Adequate insurance is vital for your peace of mind. As part of our comprehensive service to Landlords, Katie Homes can arrange cover on your behalf to protect you against your tenant defaulting on their rent due to unforeseen circumstances such as serious ill health, job loss, etc, plus cover should you then need legal assistance to recover your property.</p>	

If you want cover, please tick the box and we will supply you with details and quotation

If you do not want cover, please tick this box to confirm

Buildings and Contents Insurance I understand that it is a legal requirement to maintain the fabric of my building and that during any period of tenancy my buildings and contents insurance requirements will not be covered by a standard domestic policy

I request Katie Homes to arrange a quotation for appropriate cover

I confirm that I have appropriate cover and a copy of my schedule is attached

In the event that we may have to claim on your behalf for any structural any/or accidental damage, please give contact details as follows:

Name of Insurance Firm/Broker
Address Post Code
Tel Fax Email
Policy No Renewal Date Amount Insured

Appliance Warranties/Guarantees (please detail any appliances left at the property which are still under guarantee or for which you have extended the warranty (we shall need proof of such guarantees). All appliances left at the property MUST have an instruction manual or typewritten operational details supplied)

Appliance 1
Warranty Details

Appliance 2
Warranty Details

Appliance 3
Warranty Details

Appliance 4
Warranty Details

Utilities

Local Authority
Electricity Supplier and Reference No
Is a card meter installed? YES/NO Location of meter
Gas Supplier and Reference No
Water Supplier and Reference No
Location of mains water stop cock
Is a water meter installed YES / NO – Location of meter

Boundaries

Please indicate which boundaries (hedges, fences, pathways etc) are your responsibility
.....
.....
.....

Rent Payment Arrangements

Our fees and any expenditure incurred will be deducted from rent monies collected before payment is made to you. The balance of monies will then be paid direct to your nominated account by electronic transfer and rent statements will be forwarded as agreed. According to general banking systems, monies can take up to five working days 'in transit' between release from Katie Homes Ltd and availability to draw from your account

Bank / Building Society

Name

Address

..... Post Code

Account Name

..... Sort Code

Account No (or Roll No is a Building Society)

Landlords Not Resident in the UK

As agents we must deduct basic rate tax from any rental income, at source, if you are a non-resident landlord, unless the Inland Revenue informs us otherwise. These rules are mandatory for each nominated owner of the property and each must apply for individual exemption as appropriate. Members of HM Forces serving outside the UK are NOT exempt from these rules.

First owner will be resident outside the UK for more than 6 months YES / NO

Second owner will be resident outside the UK for more than 6 months YES / NO

Do you have a certificate for income tax deduction at source exemption on rental payments? ...YES / NO
(If YES please enclose a copy)

Would you like us to administer your registration for exemption? YES / NO

When do you leave the country?

Tax

All rental income is liable for tax assessment. To ensure you secure all allowable offsets against such liability we recommend you appoint an Accountant/Tax Advisor to assist with your annual tax return. Please give relevant details below

Name of Accountant/Tax Advisor

Address

Tel Fax Email

..... Post Code

If you intend to Self-Assess and take all responsibility for tax returns yourself, please sign as confirmation

Would you like us to recommend an Accountant/Tax Advisor for your considerationYES / NO

Legal Support

Should legal action be required for any reason during the tenancy and if you are not protected by an appropriate insurance cover, it may be necessary for you to instruct a Solicitor. We will advise you if and when this is necessary and, if you request, provide you with a suggested solution. However, if you already have, and would like to retain, the services of your own Solicitor please give details:

Name of Solicitor

Address

Tel Fax Email

..... Post Code

Keys

Please provide 1 complete sets of keys plus sets for the tenants, including electronic garage or gate openers. Katie Homes can have these cut/seek additional copies if required and will charge on your first statement. Please label each key for identification.

STATEMENT

I/we confirm that I/we have read and understood this Property Owners Form and have completed the required details accurately and to the best of our knowledge.

I/we undertake to keep Katie Homes informed of all changes to this information which may occur during their term of instruction.

I/we confirm that I/we are sole/joint owner(s) of the property known as:

.....
.....

And entitled to all revenue collected thereon

Signed Signed

Name Name

Date Date

**It is an offence to make a false declaration
(all property owners must sign)**

Thank you for your time taken to complete this form. The details provided will be used as information and reference throughout our dealings with you and your tenancy and will assist us in providing you with an efficient and effective service, in accordance with your specified instructions.

SAMPLE