

PROPERTY QUESTIONNAIRE



To assist Cooksleys with the management of your property, please fill in this Questionnaire to the best of your knowledge and return to us
Thank you.

Property Address:.....
.....
.....**Post Code**.....

Does the property have	Gas / Electric or both
The gas meter is located
The gas is supplied with
Is there a card meter for the gas supply?
The electricity is supplied by
The electricity meter is located
Is there a key meter for the electric supply?
The rubbish is collected on
Is there a Water meter /where is it situated	Yes / No
The Council Tax Band is

Do you hold any guarantees for (appliances etc) if yes please supply details

.....
.....

Your Bank details

Name of Bank:

Branch address:

.....

Account Name :

Account Number:

Sort Code:

Is your property subject to a mortgage? YES / NO

Mortgage Company:

.....
.....

Has your mortgage company been informed of your intention to let YES / NO

Insurance Company:

.....
.....

Management Company:

.....
.....

Where applicable, has your management company/committee been informed of your intention to let the property

YES / NO

Taxation

Please confirm which of the following will be applicable to the property owners for tax purposes:

a) Resident in the U.K. **YES/NO**

b) Resident overseas **YES/NO**

If you are an overseas resident do you have a tax exemption certificate **YES/NO**

Tax exemption certificate number if applicable

Landlords Gas Safety Certificate

All landlords who let property are subject to the Gas Safety (Installation and Use) Regulations Act 1998.

Does the property contain any gas appliances? **YES/NO**

IF YES

1) I hereby authorise Cooksleys to arrange my gas safety inspections

YES/NO

2) I will organise the required inspections and provide Cooksleys with a copy of the safety record prior to any tenancy being created

YES/NO

Landlords 5 Year Wiring Certificate

All landlords who let property are subject to the 5 Year Wiring Certificate Regulations Act 2005.

1) I hereby authorise Cooksleys to arrange a 5 Year Wiring Certificate to be carried out

YES/NO

2) I will organise the required inspections and provide Cooksleys with a copy of the safety record prior to any tenancy being created

YES/NO

Landlords PAT Testing Certificate

All landlords who let property are subject to an annual PAT (Portable appliances testing) certificate check on all electrical goods supplied with the property under the Regulations Act 1994.

Are any electrical goods supplied with the property? (Please list below)

- 1) I hereby authorise Cooksleys to arrange a PAT (Portable Appliances Test) Certificate to be carried out

YES/NO

- 2) I will organise the required inspections and provide Cooksleys with a copy of the PAT Testing Certificate prior to any tenancy being created

YES/NO

Energy Performance Certificates (EPC) – currently valid for 10 years – (Subject to possible Government change)

With effect from 1st October 2008 new Government Legislation states that all rental properties - where the Tenancy Agreement starts on or after 1st October 2008 - have to have an Energy Performance Certificate (EPC). Because this is now a legal requirement - we can arrange for this to be carried out by one of our qualified contractors at a cost of **£95.00** – Our EPC contractor is not currently registered for VAT.

Next of Kin:

Address:

.....

Telephone contact no:

Other useful information:.....

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