



Hills Residential

Landlord Property Instruction Form

FULLY MANAGED

LET ONLY

Landlord Name

Rented Property Address

LANDLORD INFORMATION

PLEASE PROVIDE THE FOLLOWING

PROOF OF I.D

PROOF OF CURRENT ADDRESS

FOR OFFICE USE ONLY

PROOF OF ID RECIEVED YES / NO PROOF OF CURRENT ADDRESS YES / NO LANDLORD REFERENCE YES / NO

EPC RECEIVED YES/NO GAS SAFETY CERTIFICATE YES/NO PROOF OF INSURANCE YES/NO

LANDLORD INSTRUCTION FORM

PERSONAL DETAILS

Name of Owners

Mr/Mrs/Ms/Miss _____

Home Tel No. _____ Mobile _____

Email _____

Current Address _____

_____ Post Code _____

EMERGENCY CONTACT

Name & Address _____

_____ Post Code _____

Home Tel No. _____ Mobile _____

Relationship to landlord _____

BANK DETAILS

Bank Name & Address _____

_____ Post Code _____

Name of Account _____ Sort Code _____ Account _____

Roll No. (If a building society account) _____

INSURANCE DETAILS

IT IS A LEGAL REQUIREMENT THAT THE LANDLORD **MUST** PROVIDE PROOF OF ADEQUATE BUILDING INSURANCE .PLEASE PROVIDE DETAILS BELOW OF YOUR INSURER.

IF YOU DO NOT HAVE YOUR PROPERTY CURRENTLY INSURED WOULD YOU LIKE HILLS RESIDENTIAL TO PROVIDE YOU WITH A COMPETATIVE QUOTE? YES / NO

NAME OF INSURER _____ POLICY NO. _____

SUM INSURED £ _____ TEL NO. _____

PLEASE ENCLOSE A COPY OF YOUR POLICY FOR OUR RECORDS.

LANDLORD INSTRUCTION FORM

UTILITY PROVIDERS

GAS _____ TEL NO. _____

ELECTRICITY _____ TEL NO. _____

WATER _____ TEL NO. _____

COUNCIL TAX _____ TEL NO. _____

COUNCIL TAX BAND _____ MONTHLY COST £ _____

MAINTENANCE / GUARANTEES

PLEASE PROVIDE DETAILS OF YOUR PREFERRED CONTRACTORS REGARDING ANY ISSUES REGARDING YOUR PROPERTY.

GAS (GAS SAFE) CONTRACTOR _____ ELECTRIC CONTRACTOR _____

ADDRESS _____ ADDRESS _____

POSTCODE _____ POST CODE _____

TEL NO. _____ TEL NO. _____

IF YOU HAVE ANY GUARANTEES I.E BRITISH GAS COVER, PLEASE PROVIDE A COPY OF YOUR POLICY OR SCHEDULE.

CERTIFICATES

PLEASE ENSURE THAT THE FOLOWING CERTIFICATES ARE ENCLOSED, IF YOU ARE UNABLE TO PROVIDE THIS PLEASE INDICATE WHETHER YOU WOULD LIKE HILLS RESIDENTIAL TO INTRUCT THIS ON YOUR BEHALF.

GAS CERTIFICATE YES / NO ENERGY PERFORMANCE CERTIFICATE (EPC) YES / NO

ELECTRICAL CERTIFICATE (IF APPLICABLE) YES / NO

DECLARATION

BY SIGNING THIS DECLARATION BELOW I/WE ACCEPT THAT ALL THE INFORMATION WE PROVIDE IS TRUE AND TO THE BEST OF MY/OUR KNOWLEDGE AND AUTHORIZE HILLS RESIDENTIAL TO PROCEED WITH THE LETTING OF MY/ OUR PROPERTY.

SIGNED _____ PRINT _____ DATE _____

SIGNED _____ PRINT _____ DATE _____