

MANAGEMENT INFORMATION AND INSTRUCTIONS

The information requested in this form is to enable us to efficiently perform our service in your absence. Please complete it fully and clearly throughout.

OWNER: Name:	
Address of property to be let:	
Postcode:	Tel no:
YOUR CORRESPONDENCE ADDRESS:	
Postcode:	Home Tel no:
Work Tel no:	Fax no:
YOUR REPRESENTATIVE (someone in the UK we can contact if necessary):	
Name:	Address:
Home Tel no:	Work Tel no:
YOUR BANKERS for rental balance credits:	Bank name:
Branch address:	
Sort code:	
A/c holder name:	A/c no:
YOUR SOLICITORS: Firm's name:	
Address:	
Postcode:	Tel no:
Contact name:	
YOUR ACCOUNTANT: Firm's name:	
Address:	
Postcode:	Tel no:
Contact name:	

INSURANCE: Please note that we do not undertake to renew insurance policies except those originally arranged by ourselves. The details requested below are for our use in the event of claims only. We recommend and can assist in the arrangement of specialised insurance for Landlord's including Legal Protection, Contents, and Rent Guarantee.

CONTENTS INSURANCE: (You must inform the insurers of the letting or the policy will be void)

Company name:

Address:

Tel no:

Policy no:

BUILDING INSURANCE:

Company name:

Address:

Tel no:

Policy no:

EXISTING SERVICE OR MAINTENANCE CONTRACTS on equipment, appliances etc:

GENERAL MAINTENANCE: We have reliable tradesmen on call who we can recommend (e.g. plumber, electrician, w/machine engineer, gardener, handyman etc.). However if you wish to nominate your own tradesmen please give details below. Where we are unable to contact yours, we will instruct our own.

MAINS SERVICES: Please give the exact location of the following in case of emergency:

Water stop cock – internal:

external:

Electricity consumer unit (fuses and switch):

Gas stop cock:

Any other details of which we or the tenants should be aware?

Signature:

Date:

