

# LANDLORD APPLICATION FORM

*Each prospective landlord must complete a landlord application form*

<b>PERSONAL DETAILS:</b>	<b>IF JOINT OWNERSHIP:</b>
<b>Title:</b> Mr / Mrs / Ms / Miss  <b>First Name:</b>  <b>Middle Names:</b>  <b>Surname:</b>  <b>Tel:</b>  <b>Mob:</b>  <b>Work Tel:</b>  <b>Email:</b>	<b>Title:</b> Mr / Mrs / Ms / Miss  <b>First Name:</b>  <b>Middle Names:</b>  <b>Surname:</b>  <b>Tel:</b>  <b>Mob:</b>  <b>Work Tel:</b>  <b>Email:</b>
<b>CURRENT ADDRESS DETAILS:</b>	<b>RENTAL PROPERTY ADDRESS DETAILS:</b>
<b>Address:</b>   <b>Postcode:</b>  <b>Length of time at present address:</b> yrs    months  <b>Status:</b> Owner / Rented / Other .....  <b>Overseas landlord:</b> [ ] yes    [ ] no  <b>If rented, please provide name and address of landlord/agent:</b>  <b>Landlord Address:</b>  <b>Postcode:</b>  <b>Tel:</b>	<b>Rental Property Address:</b>   <b>Postcode:</b>  <b>How long have you owned the property for:</b> .....years ..... months  <b>If rented please provide name and address of agent:</b>  <b>Agent Address:</b>  <b>Postcode:</b>  <b>Tel:</b>  <b>Keys held with:</b> .....
<b>IDENTIFICATION:</b>	<b>MANAGEMENT SERVICE REQUIRED</b>
<b>Date of Birth:</b>  <b>National Insurance No:</b>  <b>Nationality:</b>  <b>Passport No:</b>  <b>Drivers Licence No:</b>  <b>Other Document (please specify):</b>  <b>Document No:</b>	<input type="checkbox"/> FULL MANAGEMENT SERVICE  <input type="checkbox"/> RENT COLLECTION SERVICE  <input type="checkbox"/> TENANT FIND ONLY SERVICE  <input type="checkbox"/> SHORT TERM LET MANAGEMENT SERVICE

<b>BANK DETAILS:</b>	<b>FAQs:</b>
<p><b>Name of Bank:</b></p> <p><b>Address / Branch:</b></p> <p><b>Tel No:</b></p> <p><b>Sort Code:</b>    -    -</p> <p><b>Account No:</b></p>	<p><b>Have you got an EPC?</b> .....</p> <p><b>Preferred DPS scheme:</b> .....</p> <p><b>Preferred contractors (if fully managed):</b> .....</p> <p><b>Has the property got an alarm?</b> .....</p>

**FOR OFFICE USE:**

**Process:**

Identity Check:

Passport/photo ID copy taken

Utility bill provided

**Date:**

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