



New Lettings Valuation

Landlord Name	Title:	Forenames:	Surname:
	Or Company:		

Landlord Address	
	Postcode:

Residency	<input type="checkbox"/> Landlord lives in the UK	<input type="checkbox"/> Landlord lives overseas ? CNR No:
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NB. Landlords who live overseas are obliged to pay tax on income earned from letting their properties in the UK unless they have applied for and received a CNR certificate. The certificate reference number should be noted above and then entered into C.A.R.L. so that tax is not deducted from their income.

Contact Numbers	Home:	Work:
	Mobile:	Fax:

E-mail	
	CC:
	BCC:

Repairs	<input type="checkbox"/> Let us manage repairs	<input type="checkbox"/> I would prefer to pay invoices	<input type="checkbox"/> I will do the repairs myself
	Payments	<input type="checkbox"/> Send a cheque to landlord	<input type="checkbox"/> Send cheque to bank

Preferences

Statements	Would the landlord prefer to receive statements by <input type="checkbox"/> E-mail or by <input type="checkbox"/> post?	
	<input type="checkbox"/> Display bank account information	<input type="checkbox"/> Display property account information
	<input type="checkbox"/> Display tenant / agreement information	<input type="checkbox"/> Display other owners' income
	Landlord receives _____ % of the total income (joint ownership only)	
	<input type="checkbox"/> Landlords each receive a copy of the monthly statement (joint ownership only)	



Property To Rent

Property Details

Address:	Target Rent: £
	Mortgaged Properties Only
	Property is subject to a mortgage: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Mortgage provider:
	Mortgage provider informed of let: <input type="checkbox"/> YES <input type="checkbox"/> NO
Postcode:	

Property Description

Type:	Entrance:
Lounge:	Dining:
Kitchen:	Bathroom:
WC:	Bedrooms:
Available Rooms (Multi-tenancy only):	Furnishing:
Gas Central Heating:	Combi Boiler:
Electrical Central Heating:	Smoke Alarms:
Nearest Station:	Parking Space:
To Let Board Required:	Let Only (property will be unmanaged):

Alarm & Access

Property is alarmed:	Operated by key:	Operated by code:
We must contact you to gain access:	You have provided us with keys:	

Search Preferences

In receipt of Housing Benefit:	Children:
Students:	Smokers:
Multi-occupancy:	Pets:

Service Contracts

Insurance Policies

	Policy No	Company	Informed	Expiry Date
Buildings				
Contents				
Rent Protection				
Legal Expenses				
Repairs Insurance				
Gas Check				



Utilities & Inspections

Gas Company:	
Electricity Company:	
Water Company:	
Local Council:	
Local HB Office:	
Gas Inspection Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Next Inspection Due:
Electrical Inspection Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Certificate Dated:
Fixed Wire Check Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Certificate Dated:
Chimney Needs sweeping: <input type="checkbox"/> YES <input type="checkbox"/> NO	Certificate Dated:

Once complete, email your form back to us at info@propertyolutionsgb.co.uk.

We will contact you to discuss your valuation as soon as possible.