



QB Lettings & Management Co
82 Great Eastern Street
London EC2A 3JF
Part of the QB Group

TEL: +44 (0) 8454 636 856 /
+44 (0) 2071 250 542 /
+44 (0) 7961 644 344
FAX: +44 (0) 2088 199 575
E-Mail: info@qblets.co.uk

LANDLORD INSTRUCTION FORM

Full property address: _____

Owners name/names: _____

Correspondence address: _____

Home tel no: _____

Work tel no: _____

Mobile tel no: _____

Email: _____

Fax: _____

Other Contact Details: (in the event we are unable to contact you please provide details of someone else we can contact)

Contact name: _____ **Tel. no.** _____

Contact name: _____ **Tel. no.** _____

BANK DETAILS

NAME & ADDRESS OF BANK: _____

POST CODE: _____

YOUR NAME AS IT APPEARS ON ACCOUNT: _____

ACCOUNT NUMBER: _____

SORT CODE: _____

CONFIRMATION OF PROPERTY DETAILS

Property type: _____ **(if applicable) which floor:** _____

No. of Bedrooms: _____ **No. of Reception Rooms:** _____ **No. of Bathrooms:** _____

No. of Double Bedrooms: _____

Kitchen: Fitted Base / Wall Unit Fully Fitted / Integrated Appliances

Bathroom: Electric Shower Built In / Piped Shower No Shower

Is property to be Furnished or Unfurnished **Furnished** **Unfurnished**

Outside Space: Gardens Terrace Patio Balcony Other

If other please specify: _____

Is an alarm fitted? _____ **Location:** _____ **Code:** _____

Location of meters: Electricity _____ **Gas** _____

Water _____ **Location of stop tap:** _____

Are Fire Resistant Labels intact Yes No*

*Compulsory since 1993 mandatory act

Documents and Manuals Available (Inc. British Gas 3* cover, extended guarantees and insurance details)

Emergency Repair Procedure

We do not levy an additional charge for co-ordination of repairs/building works to your property except when the values of repairs exceed £300.00. We then charge a co-ordination charge of 10% of the total cost of the work. This also applies to insurance claims relating to repairs.

Repairs & Maintenance Instructions (names and contact number of preferred contractors, if not using QB Property Development Co)

Gas Repairs: _____

Boiler Repairs: _____

Electric Repairs: _____

Plumbing Repairs: _____

General Repairs: _____

Utilities:

Does Property Have Gas? Yes No

Copy of G.S Certificate enclosed Yes No

N.B. If YES, please attach a copy to this form, if NO then QB Lettings and Management will instruct a corgi registered engineer to carry one out once a suitable tenant has been found and a moving in date has been set.

Does the Property have Electricity? Yes No

Utility supplier information:

Please State Utility Supplier, if known: Electric Supplier: _____ Gas Supplier: _____

Water Supply Metered: Billed: Unknown:

Hot Water & Heating:

Boiler Type: Comb Back Boiler Water heater Only (No Central Heating)

Heating Type: Radiators Gas Fires Electric Storage Heater Underfloor

Windows:

Single Glazed Hard Wood / Metal Double Glazed Upvc Double Glazed

RENT:

Initial Rent: _____ Lowest Acceptable Rent: _____

Do you wish a 'TO LET' board to be erected? Yes No

Should a block manager be in place at your property please complete the following:

Management company name: _____

Contact name: _____

Contact no: _____

Contact Address: _____

Non UK Resident Landlords Scheme (Fico Tax)

Are you a non resident landlord? Yes No

If you are a non UK resident landlord please see our website (under Property Management section) for all the information you need to a Fico number.

Failure to provide this information will result in QB Lettings and Management Co deducting 25% tax of all rents received as required by law.

Keys

QB Lettings and Management require two full sets of keys including any fobs/ swipe cards etc to hold in the office. Once the property is tenanted we will require another set per tenant upon move in. **The cost of the extra keys will be taken out of your 1st months rent.**

No of Yale keys received: _____ No of mortice keys received: _____

No of security keys received: _____ No of fobs received: _____

Other keys received: _____

Receipt of Rent

QB Lettings and Management Co will transfer the rent, net of refurbishments, directly to a nominated bank account or send a cheque with a statement either on 2nd or 17th of the month depending on when we receive the rent. If the rent is received between 1st and 15th of the month, pay on 17th, if the rent is received between 15th and 31st of the month, pay on 2nd of the next month.

Tenancy Deposit Scheme

The Landlord acknowledges that the deposit collected by QB Lettings and management Co on behalf of the landlord and from the tenant will be insured under the new government legislation named, TDS (Tenancy Deposit Scheme) and the cost of this will be £30 per deposit.

Signed:

Print name:

Date: / /