

Property Details Form for Management Services

Property to be Let:

Landlord:

Emergency contact:

Name: Telephone:

Utilities:

please provide the name and contact number for the relevant utility providers.

Utility	Name	Contact
Gas		
Electricity		
Water		
Council Tax		
Telephone		
SKY / Cable		
Internet		
Other		

Meters:

please provide the locations of the following:

	Location	Access Instructions
Gas Meter		
Electricity Meter		
Fuse box		
Water Meter		
Internal Stopcock		
External Stopcock		
SKY dish		
Other		

Hot Water & Heating:

please provide the details for the control of the Property's hot water & heating:

Method of **Hot Water** heating:

Location of heater:

Heating Controls:

Location of Heating Controls:

Service Contract Supplier:

Contract Reference:

Service Contract Supplier Contact:

Method of **Room** heating:

Location of heater(s):

Heating Controls:

Location of Heating Controls:

Service Contract Supplier:

Contract Reference:

Service Contract Supplier Contact:

Contractors:

please provide the details for any of your preferred contractors:

Service	Name / Company	Contact
Builder		
Plumber		
Electrician		
Decorator		
Cleaner/Maid		
Handyman		
Gardener		

Other		
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Property Alarm System:

Brand: Registration Number:

Brand Contact:

Arm Code: Disarm Code:

Linked to (police, security company etc):

Contact (police, security company etc.):

Maintenance Contact Number:

Appliances:

please provide confirmation of which appliances you have covered under warranty, guarantee, support or maintenance .

Appliance	Covered?	Contact number for maintenance & reference.
Washing Machine		
Dryer		
Dishwasher		
Fridge / Freezer		
Hob		
Oven		
Waste Disposal		
Microwave		
Kettle		
Toaster		
Iron		
Vacuum Cleaner		
Electric Shower		
Other:		

If an appliance is covered under warranty, guarantee, support or maintenance, please provide Cameron Pearson with the relevant copies of the documentation.

Cameron Pearson accepts no responsibility for repair costs where the relevant cover documentation was not supplied by the Landlord.

All instruction manuals should be left in the Property in the Kitchen for the Tenants.

Rent:

please provide the details of your nominated account for the transfer of the rent.

Bank: Branch:

Account Name: Address:
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Account Number:..... Sort Code:

If you require statements to be sent to your account as well/also please provide their details:

Accountant: Address:
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If you have approval from Inland Revenue to receive rent gross, please provide Cameron Pearson with your Inland Revenue exemption form.

CAMERON PEARSON