

Getting to know you and your property

1. Your information

- What's your **email address**? *(This is only to get in touch, not to send spam)*

- What's your **full home address**? *(If you are renting out your own home, please advise of your future address if known)*

- What's the **best telephone number for you**?

- Do you have **another telephone number we might get you on**?

- Please provide us with an **emergency contact name and number in case we can't get in touch with you** *(Add relationship to you)*

- What's your **landlord registration number**? *(We need this before we can advertise your property)*

- Can you **rent out your property**? *(ie. mortgage lender)*

☐ **Yes** ☐ **No**

- So we can pay you rent, **what are your bank details**? *(if applicable)*

Bank name :

Account name :

Sort code :

Account number :

- How did you hear about Umega Lettings?

☐ Google Friend Social Media Advert on Facebook/Instagram Office

☐ "To Let" boards or cars ☐ Solicitor ☐ Mortgage adviser ☐ House builder

☐ Other (please specify) :

2. Joint owners

-Do you own the property jointly with anyone else?

(if 'no', just go straight to question 3: 'and now on to some property maintenance related questions))

☐ **Yes** ☐ **No**

- Ok, what's the full name of the joint owner?

- What percentage of the property do they own

- What's the **joint owner's email address**?

- What's the **joint owner's full home address**?

- What's the best **telephone number for the joint owner**?

- What's the **joint owner's landlord registration number**? *(We need this before we can advertise your property)*

- So we can pay the **joint owner** their portion of rent each month what are **their bank details**? *(If they're different to yours)*

Bank name :

Account name :

Sort code :

Account number :

3. Property Information

- Who supplies your **electricity**?

- Who supplies your **gas**?

- Where is the **water mains stop valve** in your property? *(If you know)*

4. Anything else

- Anything else you want us to know or to note on our database?

(eg. any quirks you know of that we might not -this is to ensure we don't send out any tradesmen unnecessarily, or anything that will help the tenants settle in)

5. Instructions to do what's required

Safety Certificate or Installation	Valid For	Price +VAT	Umega to arrange	Landlord will provide (required 14 days before due)	Other (Please provide instruction)
Gas Safety Certificate & Boiler Service	1 year	£126	☐	☐	
Gas Safety Certificate Only	1 year	£94.50	☐	☐	
Electrical Installation Condition Report (EICR)	5 years	£162.75	☐	☐	
If EICR remedial works are highlighted, our electrician will carry out works up to the value of £100+VAT during the initial inspection visit.					
Energy Performance Certificate (EPC)	10 years	£78.75 (1-3 bedroom properties) £99.75 (4+ bedroom properties up to 2 storeys) £120.75 (4+ bedroom properties more than 2 storeys)	☐ ☐ ☐	☐ ☐ ☐	
Installation of smoke and heat detection alarms	10 years	From £300 (for 2 smoke and 1 heat detector)	☐	☐	
Smoke alarm certificate if own alarms have been installed or unaware when installed	Varies	£63	☐	☐	
Legionella Risk Assessment (LRA)	1-2 years	£63	☐	☐	
PAT (Portable Appliance Test)	1 year	£63	☐	☐	
Installation of wall-mounted fire blanket	N/A	£30 If done on its own £10 If done on with other work	☐ ☐	☐ ☐	
Installation of seal tamper-proof CO detector	10 years	£40 If done on its own £20 If done on with other work	☐ ☐	☐ ☐	
Professional clean of the property before the first tenancy	N/A	Varies	☐	☐	
'For Rent' board outside property	N/A	N/A	☐	N/A	

Thank you!