



Property Information Sheet

PLEASE COMPLETE AND RETURN TO D.O PROPERTY MANAGEMENT

The property which is let or to be let :

The address of the property :

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Terms of letting : 6 / 12 months / other

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Start date of tenancy :

Is the property leasehold ? Yes / No

If yes, please provide details of the Block Managing Company.

Name/Address :

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Tel : Contact Name :

Is there an intruder alarm at the property? Yes / No

Does the property have any gas appliances? Yes / No

If yes please provide details :

Do you have a gas/boiler/plumbing service contract? Yes / No

If yes, please give details of the contractor, level of cover, telephone number and renewal dates.

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Do you have any other service contracts or any items under warranty and/or guarantee in the property including any appliances? Yes / No

If yes please give details :

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Does the property have a garage/allocated parking? Yes / No

If yes, please confirm the number / location :

Utility Information

Gas Supplier : **Meter serial no. :**

Location of meter :

Electricity Supplier : **Meter serial no. :**

Location of meter :

Is water supply metered? Yes / No

Water Supplier : **Meter serial no. :**

Location of meter :

Location of stopcock :

Council Tax :

Authority name : **Band :**

Is satellite or cable television currently available at the property? Yes / No

Satellite/Cable Supplier :

Broadband Supplier :
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Does the property have a valid Gas Safety Certificate? Yes / No

If yes, when is the expiry date? :

Does the property have any Electrical Safety Reports? Yes / No

If yes please give details

Insurance details

Is your property an apartment/flat within a block? Yes / No

If yes, the block will be insured by the Block Managing Company, who will deal with any relevant claims.

If no, please provide your building insurance details

Company name :

Policy no. : **Tel :**

Do you have contents insurance? Yes / No

Company name :

Policy no Tel :

Is there an up-to-date inventory and schedule of condition? Yes / No

If yes please provide a copy :

Is property equipped with a working smoke detector? Yes / No

Is property equipped with a working carbon monoxide detector? Yes / No

If applicable please confirm : when looking at the property from the front elevation which boundary falls within your responsibility for maintenance?

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Are there any historical defects within the property that we should know about to help us manage your property more efficiently? Yes / No

If yes. please advise and provide any paperwork and/or guarantees :

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Are there any special conditions for the tenancy? Yes /No

If yes, please provide details eg garden maintained by landlord, etc

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Any other useful information/details we should be aware of? Yes / No

If yes, please state here :

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Landlord's Name :

Landlord's Signature : Date :