**(NEW) PROPERTY FORM**

**LANDLORDS CONTACT DETAILS/PROPERTY DETAILS TO COMPLETE (PARTS 1 & 2)**

**NICKOLDS CONTACT DETAILS (PART 3)**

| **PART 1 – LANDLORDS CONTACT DETAILS** |
| --- |
| LANDLORD/COMPANY NAME: |  |
| LANDLORD’S ADDRESS (PLS ALSO INCLUDE BUSINESS ADDRESS, IF OWNED BY COMPANY): | Home:Business: |
| E-MAIL ADDRESS: |  |
| CONTACT NUMBER: |  |
| SPECIFY PREFERRED METHOD OF CONTACT: |  |
| **ID (Passport or Driving Licence):-** |
| Passport number: |  |
| Driving Licence number: |  |

| **PART 2 – LANDLORDS (PROPERTY TO LET) DETAILS** |
| --- |
| PROPERTY (FULL ADDRESS): |  |
| **PROPERTY TYPE (House/Flat):** | **Type****(Please select)** | **No. of Rooms** | **On which floor (if applicable)** |
| House: | YES/NO |  |  |
| Flat: | YES/NO |  |  |
| Is there Building Insurance for the property: | YES/NO |  |
| Available Date: |  |
| Access to Property: |  |
| **Key safe/Codes:** |
| Room 1 |  |
| Room 2 |  |
| Room 3 |  |
| Room 4 |  |
| Room 5  |  |
| IS THE PROPERTY FURNISHED OR UNFURNISHED: |  |
| **WHITE GOODS (& ANY FURNITURE) AT THE PROPERTY:** |
| WASHING MACHINE: | YES/NO |  |
| FRIDGE FREEZER: | YES/NO |  |
| COOKER: | YES/NO |  |
| ANY OTHER ITEMS AT THE PROPERTY: |  |
| WHO IS RESPONSIBLE (LANDLORD or MANAGING AGENT) WHEN THE WHITE GOODS NEED REPAIRING: |  |
| **UTILITIES: LANDLORD TO ENSURE THAT HE IS RESPONSIBLE TO PROVIDE THE BELOW INFORMATION:-**  |
| Does the property have Gas? | YES/NO |  |  |
|  | **SUPPLIER:** | **METER READING:** | **METER LOCATION:** |
| If so, who is Gas Supplier: |  |  |  |
| Electric Supplier: |  |  |  |
| Council Tax Borough: |  |

| **Certifications Provided for the Property (Please tick):-** | **YES** | **TO FOLLOW** | **N/A** |
| --- | --- | --- | --- |
| GAS CERT: |  |  |  |
| EICR: |  |  |  |
| EPC: |  |  |  |
| LANDLORD INSURANCE: |  |  |  |

| **PART 3 – NICKOLDS PROPERTY MANAGEMENT (THE MANAGING AGENTS) CONTACT DETAILS** |
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| OFFICE ADDRESS: | Nickolds Property Management1st Floor, Laser HouseThe FairwayHarlow, EssexCM18 6LY |
| COMPANY REGISTRATION NO. | 10575967 |
| (OFFICE) CONTACT NUMBER: | 01279 898488 |
| MAINTENANCE CONTACT NAME: | Callum Watson |
| EMERGENCY/OUT OF HOURS NO. | 07939 938726 |