

Landlord Application Form



Which service are you interested in? Marketing Only Marketing & Tenancy Set-Up
Property & Tenancy Management

Title _____

First Name _____

Surname _____

Company/Trading Name _____

Address _____

Postcode _____

Contact Numbers Home _____ Work _____

Mobile _____ Fax _____

Email Address _____

Landlord Registration Number _____ / _____ / _____

Accredited Landlord Yes No

Accreditation Reference Number _____

Residency

Landlord lives in the UK

Landlord lives Overseas

Payment Method *(payments will be made direct to Landlord)*

Cash/Cheque

BACS/Autopay (to undernoted account)

Standing Order (to undernoted account)

Local Housing Allowance Payments *(if applicable)*

Direct Payment from Council *(to undernoted account)*

Payment to Tenant

Bank Details

Branch Name _____
Branch Address _____

Postcode _____
Account name _____
Sort Code _____ Account Number _____

Landlord Preferences

Repairs

Let us manage repairs
I would prefer to pay my invoices
I will do the repairs myself

Contact Information

Note - Are there any special arrangements we should make for contacting the landlord? For example, if the landlord lives overseas, it is useful to have a note of the time difference.

Preferred Contractors

Name _____ Contact Number _____
Name _____ Contact Number _____
Name _____ Contact Number _____
Name _____ Contact Number _____

Property to Rent

Property Details

Address _____

Postcode _____
Number of Bedrooms _____
Target Rent £ _____ /month

Is the property subject to a mortgage? Yes No

Mortgage Provider _____

Mortgage Provider informed of let? Yes No

Council Tax Band _____

Furnishing

Fully Furnished Part Furnished Unfurnished

Note _____

Utilities

Gas Yes No

Meter Location _____

Meter Serial Number _____

Electricity Yes No

Meter Location _____

Meter Serial Number _____

Insurance Policies

	Policy Number	Company	Informed? Yes/No	Expiry Date
Buildings				
Contents				
Rent Protection				
Legal Expenses				
Repairs				
Public Liability				

Safety Inspections

Gas inspection required (*mandatory*) Yes No Certificate Dated _____

Furnishings meet Fire Regulations (*mandatory*) Yes No Certificate Dated _____

Energy Performance Certificate (*mandatory*) Yes No Certificate Dated _____

Fixed wiring checked (*recommended*) Yes No Certificate Dated _____

Plugs and fuses checked (*recommended*) Yes No Date Checked _____

Portable appliances tested (*recommended*) Yes No Last Swept _____

Chimney needs sweeping? Yes No Date Checked _____

Need asbestos check? Yes No Renewal Date _____

HMO Licence required? Yes No Expiry Date _____

Declaration

Landlord Signature _____

Date _____

Additional declaration for landlords who wish to be accredited by Perth and Kinross Landlord Accreditation Scheme (PAKLAS)

I have read and understood the Perth and Kinross Landlord Accreditation Scheme (PAKLAS) Core Standards and Good Practice Guidance. Whilst I hold membership of PAKLAS, I agree to the terms and conditions of the Standards. I further declare that my conduct will be in accordance with the provisions of the Standards and I will recognise the authority of the Private Sector Access Manager and the ensuing processes of appeal. I acknowledge and authorise the public disclosure of details relating to my membership of PAKLAS.

I understand that PAKLAS may instruct ad hoc inspections of my properties and may seek to interview me to ensure compliance with the Core Standards.

I understand that membership of PAKLAS is at the discretion of the Accrediting Body and can be revoked if I fail to comply with the Core Standards.

I enclose a complete list of the properties that I currently own/manage and I will undertake to update this list as required.

I confirm that the information I have provided is true to the best of my knowledge at the time of completion.

Signature _____

Date _____

Landlord/Managing Agent (*delete as appropriate*)

Data Protection Act 1998

In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (Housing & Community Care), Housing & Community Care, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Communications Manager on 01738 476873.



Council Text Phone Number 01738 442573

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