



30 HARBORNE ROAD, EDGBASTON
BIRMINGHAM, B15 3AA
Tel 0121 428 1000 Fax 0121 428 1010
office@fishers.co.uk

CLIENT INFORMATION SHEET

1. SERVICE REQUIRED

a) ***Non Managed Service**

(complete sections 2, 3, 6, 7, 13, 14, 15 & 16 only & sign on page 6)

b) ***Full Management Service**

please delete as appropriate

2. PROPERTY ADDRESS _____

Post Code _____

Alarm Code _____

NAME(s) of OWNER(s) _____

Mobile number _____

E-Mail address _____

3. PLEASE CONFIRM WHETHER YOU WILL BE UK RESIDENT? YES/NO

IF **NO** PLEASE COMPLETE POINT 6 OVERLEAF

4. YOUR MONTHLY RENT STATEMENT WILL BE TRANSMITTED BY E-MAIL (FULL MANAGEMENT)

E-mail Address: _____

Correspondence Address _____

* N/A if Non-managed

5. BANK DETAILS: Bank Address _____

Post Code _____

Account Name: _____

Account Number: _____

Sort Code: _____

6 ADDRESS DURING LETTING (For UK & Overseas Residents) _____

_____ Post Code _____ Mobile _____

Tel Number _____ Fax Number _____

Tel work _____ E-mail _____

PRIVATE ADDRESS FOR EACH NAMED OWNER

1 Name & Address _____

_____ Post Code _____ Mobile _____

Tel Number _____ Fax Number _____

Tel work _____ E-mail _____

2. Name & Address _____

_____ Post Code _____ Mobile _____

Tel Number _____ Fax Number _____

Tel work _____ E-mail _____

3. Name & Address _____

_____ Post Code _____ Mobile _____

Tel Number _____ Fax Number _____

Tel work _____ E-mail _____

4. Name & Address _____

_____ Post Code _____ Mobile _____

Tel Number _____ Fax Number _____

Tel work _____ E-mail _____

7 OVERSEAS RESIDENTS (IF APPLICABLE)

PLEASE ENSURE APPROPRIATE NRL TAXATION FORM IS COMPLETED AND DISPATCHED TO THE INLAND REVENUE IF YOU WISH APPROVAL TO RECEIVE INCOME WITHOUT TAX (20%) BEING DEDUCTED

ADDRESS OVERSEAS DURING LETTING _____

8 UK NEXT OF KIN OR UK REPRESENTATIVE _____

Address: _____

_____ Tel No: _____

9 FREEHOLD/LEASEHOLD (Delete as applicable)

LEASEHOLD PROPERTIES

Name & Address of Freeholder:(Agents) _____

Service Charge payable to: _____

DO YOU WISH FISHERS TO PAY SERVICE CHARGE ON YOUR BEHALF? YES/NO

10 BUILDINGS INSURANCE - Company _____

ADDRESS _____

Policy No: _____ Renewal Date: _____

DO YOU WISH FISHERS TO PAY INSURANCE PREMIUMS ON YOUR BEHALF? YES/NO

We can process insurance claims on your behalf but as you will appreciate, this involves us in additional work and the initial cost will be £25.00 plus VAT. If the works necessitate greater involvement, this will be at a scale of fees to be agreed.

*** Please ensure that you advise your Insurers that you will be letting the property ***

11 CONTENTS INSURANCE

Insurance Company _____

Contents Insurance - Agency _____

Policy Number: _____

DO YOU WISH FISHERS TO PAY INSURANCE PREMIUMS ON YOUR BEHALF? YES/NO

12 MORTGAGEES _____

Roll Number _____

Address _____

13 AVAILABILITY

Term: _____ Months Date Available: _____

Please confirm whether any other Agent has been instructed and whether they are ARLA registered

Agent: _____

14 GAS SAFETY CERTIFICATE
(please delete as appropriate)

- a) I CONFIRM WE ARE IN POSSESSION OF A CURRENT GAS SAFETY CERTIFICATE - COPY ENCLOSED
- b) I/WE WILL ORGANISE AND SUPPLY FORTHWITH A GAS SAFETY CERTIFICATE
- c) I/WE INSTRUCT FISHERS TO ORGANISE A GAS SAFETY CERTIFICATE ON OUR BEHALF - NOT APPLICABLE TO LOCATION OF TENANT
- d) I/WE CONFIRM THE PROPERTY DOES NOT HAVE A GAS SUPPLY

* For Non-managed Service it is important that clients provide a copy of the Gas Safety Certificate *

15 ELECTRICAL INSTALLATION CONDITION REPORT (EICR)

(please delete as appropriate)

- a) I/WE CONFIRM WE ARE IN POSSESSION OF A CURRENT EICR - COPY ENCLOSED
- b) I/WE WILL ORGANISE AND SUPPLY FORWITH AN EICR
- c) **I/WE AUTHORISE FISHERS TO ARRANGE AN EICR AND ENCLOSE A CHEQUE IN THE SUM OF £180.00 MADE PAYABLE TO FISHERS HARBORNE LTD FOR THAT PURPOSE. (FOR PAYMENT BY BANK TRANSFER, DETAILS WILL BE PROVIDED ON REQUEST)**

16 ENERGY PERFORMANCE CERTIFICATE

(please delete as appropriate)

It is necessary to have an Energy Performance Certificate (EPC) in place as soon as the property is marketed to let.

- a) I/we enclose a valid EPC for this purpose
- b) I/we confirm that I/we shall arrange for an EPC to be put in place within the next forty eight hours and provide it to Fishers immediately.
- c) **I/we authorise Fishers to immediately arrange for an EPC to be prepared and enclose cheque in the sum of £75.00 made payable to Fishers Harborne Ltd for that purpose. (For payment by bank transfer, details will be provided on request)**

17 UTILITIES

EXISTING UTILITY COMPANIES: Name and Address

ELECTRICITY: _____

GAS: _____

WATER: _____

18 REPAIRS

From our experience, problems occur from old, faulty or poor maintained central heating systems, gas fires and domestic appliances, by which we mean: cookers, washing machines, tumble dryers, fridges/freezers, showers and vacuum cleaners.

It is in your best interests to have the above covered under a maintenance agreement, otherwise every single repair will necessitate call out fees from engineers which, in reality, render many appliances non cost effective to repair.

These items are naturally of great concern to the tenants who cannot afford to have services or appliances out of action for longer than 24 hours.

Fishers will undertake any necessary individual minor repair up to the value of £300.00, or more in cases of emergency.

Should you NOT wish to instruct these offices in this respect, then please provide the name, address and telephone number of alternative tradesmen, who should be able to provide an emergency service and who should carry out central heating repairs, plumbing, electrical & domestic appliance repairs as detailed above.

1. _____ 2. _____

Tel no _____ Tel no _____

Please give details of any existing guarantees in respect of domestic appliances/central heating. Note that these MUST be submitted to us upon the commencement of the management.

18 ANY OTHER INSTRUCTIONS, INFORMATION OR COMMENTS WHICH MAY BE RELEVANT TO THE LETTING.

19 I have read the enclosed brochure entitled 'The Residential Lettings Service' and hereby agree to be bound by the terms and conditions therein. I acknowledge that I am aware of the binding nature of this contract particularly in so far as it relates to Fishers Estate Agents contract, the ongoing requirement to pay Fishers commission for so long as any tenant introduced by Fishers remain in occupation of my property and my obligations following any transfer of the property to a third party.

Signed by Owner _____ Date _____

Print name _____

Signed on behalf of Owner/company _____ Date _____

Print name _____

Delete as appropriate

BY SIGNING THIS DOCUMENT I CONFIRM THAT I AM THE LEGAL OWNER OF THE PROPERTY CONCERNED OR/THAT I SIGN FOR AND ON BEHALF OF THE LEGAL OWNER WITH POWER OF ATTORNEY TO SO DO.*

I have enclosed photographic ID & proof of address of all legal owners

