

Stepping Stones
Residential Lettings
3 – 4 Horsefair, Banbury, Oxon, OX16 0AA
Telephone: 01295 275909
Fax: 01295 275856
www.steppingstonesletting.com

Management Instructions

Date: Ref Number:

Property Details:

Property Address:

Post Code:

Fully furnished/Unfurnished (except for carpets, curtains and cooker)

If the property is being let fully furnished please note that all soft furnishings which are going to be left in the property must comply with the Fire & Furnishings Regulations.

If fully furnished please state what furniture will remain at the property:

Please state what appliances will remain at the property:

Garage: Yes/No/If in block please confirm where located:

Parking: Yes/No/Spaces/If an allocated parking space please confirm where located and parking space number if applicable:

Heating: Gas/Electric/Oil/Other:

Oil Heating: Please note that oil heating systems are run on a full to full basis so your tank will need to be filled prior to the commencement of the first tenancy

Property Availability Date:

TO LET Board: Yes/No

Viewings Arrangements:

Viewings are accompanied at all times.

Two sets of keys are required to the property. One set is kept in our office as a master set and the second set is given to the tenants. If two sets are not provided then we will get a copy cut and a charge will be made to your account.

Keys Held: Yes/No

Alarm: Yes/No: Details:

Target Rent: £ per calendar month

Service Required: Full Management

Full Management Commission: %

Service Required: Tenant Find & Install

Schedule of Condition & Inventory: Yes/No: .POA

Agreed Fee: £ + vat (TFI only)

Deposit Amount

£

Tenant Deposit Scheme: Us to hold: Yes/No £23.00 plus vat

Rent Protection Insurance: Yes/No

Please note if Pets allowed an extra £200.00 pet deposit is taken.

Extra Clauses Required:	Allow dogs:	Yes/No/Discretion
	Allow Cats:	Yes/No/Discretion
	Allow Smokers:	Yes/No/Discretion
	Allow Children:	Yes/No/Discretion
	Allow Sharers:	Yes/No/Discretion
	Allow Housing Benefit:	Yes/No/Discretion

Please advise if there are any extra clauses required: Yes/No:

Is there an Aerial at property: Yes/No

Is there a Telephone Line at property: Yes/No/If yes please provide number:

Please confirm the fence ownership:

Repairs Instructions:

Contact landlord for all repairs: Yes/No/Other:

Preferred contractors:

The Property will need to be professional cleaned at the commencement of the tenancy, including steam cleaning the carpets. We can deal with this for you or you can deal with this yourself.

Stepping Stones dealing with cleaning:

Yes/No

A gas safety check needs to be carried out before the commencement of the tenancy and will need to be done annually. We can deal with this for you or again you can deal with this yourself. A Gas Landlord Safety Certificate will need to be issued to the tenants at the start of the tenancy. The tenancy can not commence without the safety certificate.

Stepping Stones to deal with Gas check:

Yes/No

We recommend that an electrical safety check is carried out before the commencement of the tenancy and renewed every five years. We can deal with this for you or again you can deal with this yourself. An NICEIC Electrical Inspection certificate will need to be issued to the tenants at the start of the tenancy.

Stepping Stones to deal with Electrical check:

Yes/No

Energy Performance Certificate Information:

Stepping Stones to deal with Energy Performance Certificate:

Yes/No

Certificate number:

Year property was built:

Year of any extensions:

Year boiler was installed:

Year double glazing was installed:

Has cavity wall insulation been installed: Yes/No Date:

Utilities Information:

Gas Supplier:

Electricity Supplier:

Local Council Authority:

Council Tax Band:

Water Supplier:

Water Meter: Yes/No. If yes please state where the meter is situated:

Any outside service plans/insurance: Yes/No: If Yes please give details:

If you have a Full Management Service meter readings will be taken at the beginning and end of each tenancy. We will contact the utility suppliers on your behalf. If you are paying utilities by direct debit please remember to terminate this.

Landlord Details:

Landlord 1:

Title:

First Names:

Surname:

Landlords Address:

Post Code:

Home Telephone No:

Work Telephone No:

Mobile Telephone No:

Email:

Landlord 2:

Title:

First Names:

Surname:

Landlords Address:

Post Code:

Home Telephone No:

Work Telephone No:

Mobile Telephone No:

Email:

Photo ID provided? Yes/No

Do you require email statements? Yes/No

All statements will be emailed unless otherwise stated.

Overseas Landlord: Yes/No CNR (FICO) Certificate No:

Please note: Landlords who live overseas are obliged to pay tax on income earned from letting their properties in the UK unless they have applied for and received a CNR certificate.

Bank Details of where the rent monies are to be paid into:

Name of Bank:

Address:

Name of Account:

Account Number:

(8 digits)

Sort Code:

Insurance Details

As landlords you are still responsible for the Bricks & Mortar Insurance of the property:

Insurance Company Name:

Address:

Policy Number:

If the property is let fully furnished then it is the responsibility of the landlords to insure the contents:

Insurance Company Name:

Address:

Policy Number:

If the property is mortgaged it is the responsibility of the landlord to obtain the relevant permissions required:

Mortgage Company Name:

Where did you hear about Stepping Stones?:

Comments/Notes: