

**KWAD Property Managers Ltd.**  
**1 Albert Street**  
**Aberdeen**  
**AB25 1XX**  
**Tel. (0)1224 656330**

**LANDLORDS INFORMATION REQUIRED**

<b>Surname(s)</b>	
<b>Forename(s) including middle name(s)</b>	
<b>Address of Property to be leased</b>	
<b>Furnished or Unfurnished</b>	
<b>Would you like our advertising sign on your property window</b>	<b>YES [    ]</b> <b>NO [    ]</b>
<b>Telephone number of property to be leased</b>	
<b>Correspondence Address</b>	
<b>Telephone no.</b>	
<b>Mobile no.</b>	
<b>Fax no.</b>	
<b>E-mail address</b>	
<b>Employers Name and Address</b>	
<b>Telephone no.</b>	
<b>Fax no.</b>	
<b>E-mail address</b>	
<b>Mortgage Details</b>	
<b>Name &amp; Address of Lender</b>	
<b>Account/Roll No.</b>	

<b>Have you applied for Permission to lease?</b>	
<b>Marital Status</b>	
<b>Is title in joint name?</b>	
<b>Insurance Details</b>	
<b>Name &amp; Address of Insurance Company For Buildings</b>	
<b>Sum insured</b>	
<b>Paid by Direct Debit?</b>	
<b>Account Number</b>	
<b>Telephone number</b>	
<b>Name &amp; Address of Insurance Company For Contents</b>	
<b>Sum insured</b>	
<b>Paid by Direct Debit?</b>	
<b>Account Number</b>	
<b>Telephone number</b>	
<b>Income Tax</b>	
<b>Tax District and Reference number</b>	
<b>National Insurance No.</b>	
<b>Council Tax</b>	
<b>Paid until</b>	
<b>Ref.No</b>	
<b>Banding</b>	
<b>Current annual figure</b>	
<b>Bank Details For remittance of rent</b>	
<b>Address</b>	
<b>Sort Code</b>	
<b>Account no.</b>	
<b>Account name</b>	
<b>Services</b>	
<b>Electricity Supplier &amp; Address</b>	

<b>Gas Supplier &amp; Address</b>	
<b>Oil Supplier and Address</b>	
<b>Location of stop cock For water main</b>	
<b>Location of electric Meter</b>	
<b>Location of gas Meter</b>	
<b>Domestic Appliances Guarantees – please List</b>	
<b>Gas Service Contract Name, Address and Telephone number</b>	
<b>Date of Landlords Gas Safety report</b>	
<b>Date of Periodic Electrical Appliance Check</b>	
<b>Burglar Alarm &amp; Code</b>	
<b>Other items</b>	
<b>Preferred tradesmen Please list with current Phone numbers</b>	
<b>Joiner</b>	
<b>Plumber</b>	
<b>Electrician</b>	
<b>Slater/roofer</b>	
<b>Gardener</b>	
<b>Cleaner</b>	
<b>Alarm provider</b>	
<b>If property vacant during winter months, please indicate whether heating is to be left on or water to be drained down</b>	

**Any other relevant information:**