



Property Information Form

To be completed by all landlords subscribing to our property maintenance service.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 1

Let's start with the Property details

Address of Property (*)

Enter Street Number

Enter Post Code here

Postcode (*)

Garage / Parking Bay

No

City / Town (*)

Property Telephone No

Owner details

Name (*)

Address of Property Source (*)

Enter Street Number

Enter Post Code here

Postcode (*)

City / Town (*)

Contact details during Tenancy

Work Phone No

Home Phone No

Mobile Phone No (*)

Email

Gleeson Property Maintenance
Contact 01932 212002 enquiries@gpmuk.com
Specialist Support to the Letting Industry



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Step 2

Are there any other key holder to the property ?

Yes No

If yes, Please give details

Are the keys registered [eg Banham] ?

Key details

Front Door Type

Front Door Key Identification No

Back Door Type

Back Door Key Identification No

Garage Key Type

Garage Key Identification No

Other Keys Type

Other Keys Identification No

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Alarm Details.

Alarm details/ monitoring or maintenance agreements

Alarm Code (if applicable)

Instruction to set

Instruction to disarm

New Build Properties

When was the property built? Name and contact details of developer

When does the NHBC expire ? Any other useful information

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Step 4

Freehold/ Managing Agents

Name

Contact

Address

Work Telephone No

Fax

Email

Special Information For Blocks of Flats

Dustbin Store Location

Drying and washing facilities

Is there a porter ?

Porter's telephone no

Is there a lift ?

Use of gardens

Other Services

Special rules for residents

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Utilities

Please provide details of Utility Companies

Name of Electricity company

Electricity Account Office Address

Tel No

A/c ref

Name of Water Co. Board

Water Co. Board Account Office Address

Tel No

A/c ref

Name of Gas Company

Gas Account Office Address

Tel No

A/c ref

Gas Safe Certificate Expiry date

Electricity Certificate Expiry date

Utility Meters and Stopcocks

Please state location of meter/ number and provide keys for access if applicable:

Electricity Meter

Water Meter

Stopcock

Main Switches / fuses

Gas Meter

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Electrical Appliances

Please list all Electric appliances and their location

Appliance	Appliance
<input type="text"/>	<input type="text"/>
Appliance	Appliance
<input type="text"/>	<input type="text"/>
Appliance	Appliance
<input type="text"/>	<input type="text"/>

Gas Appliances

Please list all gas appliances and their location

Please provide a copy of the latest safety inspection report

Appliance	Appliance
<input type="text"/>	<input type="text"/>
Appliance	Appliance
<input type="text"/>	<input type="text"/>
Do you have a gas service / maintenance contract ?	If YES please quote policy number
<input type="text"/>	Policy No
Do you have Gas Safe inspection report ?	Please attach a copy of your policy
<input type="text"/>	<input type="text"/>

SPECIAL OR UNUSUAL FEATURES OF THE PROPERTY

Please list any special or unusual features of the property we should be aware of

PARKING

Please give details of any parking restrictions within private parking area / bays

If a Parking permit is required please give details of where this can be obtained i.e. does the Tenant require a letter from the Landlord, block agents or freeholder. Please outline cost if known

GENERAL INFORMATION

Please advise refuse collection day

and recycling service if applicable

Do you use services of a cleaner / window cleaner / gardener

If YES, please provide details - so that the tenant may contact them direct



Communications

Is there a working telephone line ??	Number
<input type="text"/>	<input type="text"/>
Is the handset owned by you ??	Supplied by
<input type="text"/>	<input type="text"/>
Telephone Service Supplier's Account Office Address	
<input type="text"/>	
Tel No	A/c Ref
<input type="text"/>	<input type="text"/>

Are the following connections / aerials available :

Sky	Communal Aerial
<input type="text"/>	<input type="text"/>
Cable	Communal Access
<input type="text"/>	<input type="text"/>
Internet Access	Provider
<input type="text"/>	<input type="text" value="Internet Provider"/>

Note : We are unable to change subscriber details for any of the above on your behalf.

Council Tax

Council / Local Borough	
<input type="text"/>	
Council Account Office Address	
<input type="text"/>	
Tel No	A/c Ref
<input type="text"/>	<input type="text"/>

Insurance

Note: Most insurance policies are invalidated once a property is tenanted or vacant. You must advise your insurance company that the property will be let / of any vacant periods.

Insurance details should be supplied for building and contents insurance

	BUILDING	CONTENTS
Company	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Policy No	<input type="text"/>	<input type="text"/>



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Step 8

LANDLORD'S AUTHORITY TO CUT KEYS

This form will be used to provide a locksmith or other party with your authorisation to cut specialist keys to the property when under our management.

RE

I/We, the owner(s) of the above property, hereby provide my/ our authorisation for keys to be cut for the above property as follows:

Please indicate the TYPE of keys and any serial numbers or codes if applicable (Please also note that in the case of communal secure entry systems it is sometimes necessary to obtain permission / keys from the managing agent. Please provide details if this is the case

Key Type

Serial Codes etc

Any Other information

Signed

Address

Date

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Step 9

BOUNDARIES

Please identify boundary fences, hedges, trees etc that are your responsibility to maintain. Draw a sketch if necessary.

I agree to the [GPMUK Terms & Conditions](#).

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