



FISHERS

Established 1913

PROPERTY & LETTING MANAGEMENT

CLIENT INFORMATION SHEET

1. Service Required

a) ***Non Managed Service**

(complete sections 2, 3, 6, 7, 13, 14 & 15 only & sign on page 5)

b) ***Full Management Service**

*please delete as appropriate

2. PROPERTY DETAILS

Property Address: _____

Post Code: _____ Property Telephone Number: _____

Name(s) of Clients / Owners of Property: _____

Mobile Number: _____ E-Mail Address: _____

3. **WILL YOU BE UK RESIDENT? (YES / NO)** If 'NO' please complete point 6 overleaf.

4. MONTHLY RENT STATEMENT

** Please note that clients who reside abroad will be forwarded statements quarterly.*

To: _____

Address: _____

Correspondence Address: _____

5. BANK DETAILS (UK)

Bank Name & Address: _____

_____ Post Code: _____

Account Holders Names: _____

Account Number: Sort Code:

FOR OFFICE USE ONLY

Property Type: (House / Flat / Other) (Furnished / Unfurnished)
Key tag No: _____ Inventory: _____ Payment Method: _____
Cheque direct to client or BACS: _____ Commission Rate: _____

FISHERS

22-22-24, High Street Harborne, Birmingham, B17 9NF

Tel: 0121 428 1000 Fax: 0121 428 1010

E-mail: Office@Fishers.co.uk

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6. ADDRESS DETAILS DURING LETTING (For UK & Overseas Residents)

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 (22%) being deducted.*

Date You Left The UK: _____ / _____ / _____ (day / month / year)

Overseas Address During Letting: _____

Do You Wish To Utilise Our Tax Service Whilst Overseas? (Yes / No)

8. UK NEXT OF KIN OR UK REPRESENTATIVE

Address: _____

_____ Post Code: _____ 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)

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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 V AT. 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. MORTGAGE DETAILS

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: _____

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14. GAS SAFETY CERTIFICATE (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 non-managed service*).
- d) I/we confirm the property does not have a gas supply

For the non-managed service it is important that clients provide a copy of the Gas Safety Certificate before any letting and annually thereafter

15. ENERGY PERFORMANCE CERTIFICATE (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 immediatly arrange for an EPC to be prepared and **enclose cheque in the sum of £97.75 (£85.00 plus VAT) made payable to Fishers for that purpose.**

16. UTILITIES

Existing Utility Companies (Name And Address)

Electricity: _____

Gas: _____

Water: _____

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17. 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.

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Alternative tradesmen 1: _____

_____ Postcode: _____ Tel No: _____

Alternative tradesmen 2: _____

_____ Postcode: _____ 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 OTHER DETAILS

Please provide any other instructions, information or comments which may be relevant to the letting: _____

19. SIGNATURE

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 Agency contract, the ongoing requirement to pay Fishers commission for so long as any tenant introduced by Fishers remains in occupation of my property and my obligations following any transfer of the property to a third party. 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.

Signed: _____ Date: _____

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