



*Landlord Property
Registration*



Complete, sign & return

This form must be completed, signed and returned to Herbert R Thomas before the property can be placed on the market.

Full address of the property to be let	
Full names of legal owner/s, Executor/s or Power of Attorney	
Home address of landlord/Power of Attorney/Executor	
Email address/s	
Mobile number/s	
Home number/s	
Work number/s	
Please confirm you are the legal owner or have authority to market the property	☐ Legal Owner By ticking this contract and any subsequent agreement you warrant that you are the sole owners of the property and have full authority to let the property ☐ Executor/Power of Attorney Owner By ticking this box you are stating you are not the <i>legal</i> owners of the property, but you have the required authority to sign this contract and any subsequent tenancy agreement on the owner's behalf. We will require appropriate evidence of authority to sign this contract

Status of Property

Status of property	☐ Vacant ☐ Rented ☐ Owner Occupier
If currently occupied, please supply the names and contact numbers of the Contract Holders /Occupiers	
Landlord residency information	UK Resident Yes ☐ Overseas/ Non Resident Yes ☐
If you are a non-resident, please supply NRLA approval number	
We are required to hold Photographic ID & Proof of Address for all clients	Please ensure you return your proof of address and photographic ID with your completed Landlord Property Registration Form.
Rent Smart Wales	Registered Yes ☐ Registration in progress Yes ☐ Registration number _____ Licence Number (if tenant find only). Please provide a copy of the Licence. _____
Mortgage	Is the property subject to a mortgage? Yes ☐ No ☐ If yes, have the mortgage company consented to the property being let? Yes ☐ In Progress ☐ HRT requires evidence of mortgage approval in writing
Insurance	Please provide the name of the insurance company providing landlord insurance for the building and contents _____ HRT requires evidence of the insurance policy
To Let Board	Yes ☐ No ☐ Instructions of board placement _____

Preferences

Pets	Yes ☐ No ☐ Considered ☐ Instructions _____
Smokers	Yes ☐ No ☐
Universal Credit	Yes ☐ No ☐

Utility Information

Gas Supplier	_____ _____
Location of Meter	_____ _____
Electricity Supplier	_____ _____
Location of Meter	_____ _____
Drainage/Waste Treatment	Mains ☐ Cesspit ☐ Klargester/Biomas ☐ Location of the Drainage/Waste Water Treatment _____
Special instructions costs of drainage/waste treatment	_____ _____
Oil Supplier	_____ _____
Location of Tank	_____ _____
LPG Gas	_____ _____
Supplier of Gas	_____ _____

Location of the Main Water Stop Cock	
Current Internet Supplier	
Sky Installed	Yes ☐ No ☐ If Sky is not installed is permission granted? Yes ☐ No ☐
Preferred contractors We will require proof of the contractors insurance and certificates	Gas _____ Electrician _____ Oil Engineer _____ Plumber _____ Appliance Repair Centre _____ General Maintenance _____ Other _____ _____ _____
Special instructions or information	

Financial Details	
Account Name	
Account Number	
Sort Code	
Bank	
Branch address	

Service Required		
Property Management	Yes ☐	11% plus VAT (13.2% inclusive of VAT) for the duration of the tenancy and any extension. Set up fee £150.00 plus VAT (£180.00 inclusive of VAT).
Rent Guarantee	Yes ☐	13.5% plus VAT (15% inclusive of VAT) for the duration of the tenancy and any extension. Set up fee £250.00 plus VAT (£300.00 inclusive of VAT).
Tenant Find Only	Yes ☐	½ a month's rent + VAT subject to minimum fee of £400.00 + VAT (£480.00 inclusive of VAT).
Additional Services Please Tick any additional services you require HRT to arrange on your behalf	Yes ☐ No ☐	Tenant Referencing £36.00 including VAT
	Yes ☐ No ☐	Additional management visits/ void property visits £36.00 including VAT
	Yes ☐ No ☐	Arrangement of Safety certificate £36.00 including VAT. Plus the cost of the certificate
	Yes ☐ No ☐	Inventory (written with supporting photographs) £90.00 including VAT for 1-3-bedroom properties £150.00 including VAT for 4-5 bedrooms properties "This service is included in tenancy management & rent guarantee services"
	Yes ☐ No ☐	Yearly HMRC return for Non-Resident Landlord £50.00 including VAT
	Yes ☐ No ☐	HMRC Tax collection from Landlords with no exemption £20.00 including VAT
	Yes ☐ No ☐	End of year statements for HMRC returns £30.00 including VAT
	Yes ☐ No ☐	Key cutting £12.00 including VAT. Plus the cost of the key cutting
	Yes ☐ No ☐	Contract Renewals £90.00 including VAT
	Yes ☐ No ☐	Drafting of initial Contract /legal notices £180.00 including VAT "This service is included in Tenancy Management & Rent Guarantee Services"

Additional Services
continued...

Yes ☐ No ☐	Deposit insurance with TDS £60.00 including VAT, annual renewal fee of £36.00 including VAT "This service is included in tenancy management & rent guarantee services"
Yes ☐ No ☐	Tenant Find Only Dispute registration (supporting evidence and quotes must be supplied to the agent by the landlord) £250.00 including VAT "This service is included in tenancy management & rent guarantee services"
Yes ☐ No ☐	Arrangement of quotations for refurbishment works to the property £25.00 including VAT. Per quote

confirmation of Instructions

Signed by Landlord(s)

Printed by Landlord(s)

Signed by Executor/s
or Power of Attorney

Printed by Executor/s
or Power of Attorney

Dated:

By signing this document, you confirm you have read our 'Landlords Guide & Lettings Service' document which contains guidance, terms, conditions, and definitions.

By signing this document, I understand that HRT will arrange works on my behalf which I will be financially responsible for payment of Contractors.

You and we agree our 'Landlords Guide & Lettings Service document, maybe amended when required, shall apply and form part of this agreement.

You confirm all relevant information has been disclosed to HRT and prospective tenants.

Complaints Procedure

HRT operates a formal Complaints Handling Procedure to deal with complaints from clients and from anyone from whom an "Established duty of care is owed". A copy is available either on request or from our website.



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Valuation for all purposes
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Auctions

hrt.uk.com



rightmove

Cardiff Office

11-12 Jellicoe Court,
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Cardiff, CF10 4AJ

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Cowbridge Office

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