

**OPTIONS PROPERTY MANAGEMENT**  
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PL7 4NX



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## **NEW LANDLORD/ PROPERTY INFORMATION FORM**

Include all Christian Names

**PLEASE USE CAPITAL LETTERS TO COMPLETE**

Full Name(s) of Owner(s):

Address of Property to be let:

Post Code:

Tel No:

Owner(s) Address:

Post Code:

Tel No:

Please include additional contact numbers, work, mobile & email :-

**Bank Details (for Payment of Rent) :-**

Bank:

Address:

Post Code:

Sort Code:

Account Number:

Account Name(s):

**Nominated Tradesmen whom you would wish us to use (If applicable)**

Name:

Tel No:

Trade:

Name:

Tel No:

Trade:

Name:

Tel No:

Trade:

**Service Providers to rented property – This information is very important now there are so many:**

Gas:

Electric:

Water:

**In the Case of flats or multiple metered enclosure, please provide meter numbers:**

Gas:

Electric:

Water:

Oil:

Telephone: BT or other please state:

**In cases where you are leaving the UK - UK representative :**

Name:

Tel No:

Relationship:

Council Tax Band:

Leasehold: Yes or No

**Property Insurance's ( Please provide copy policies with renewal instructions if applicable:**

Insurer:  
Address

Policy Cover:

Tel No:

Insurer:  
Address

Policy Cover:

Tel No:

**Please include any additional information that you consider might assist us:**