

SUPPLEMENTARY PROPERTY INFORMATION FOR HMOs AND MULTI-UNITS

This form is to be completed by the applicants and uploaded to the case by the Broker on the My Keystone portal.

Client name:	
Company name:	
Property Address:	

	Answer (please tick)	Documents (please tick)
Title plan available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit
Has the property been extended, altered or converted? If yes, please answer the questions below.	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Don't know <small>*Detail existing use in additional info...</small>	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit
Does the property have sufficient planning permission and building regulation approvals? If yes, please provide us with evidence. If no, please provide further details in additional information section.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit
Are there any estate or road charges payable?	<input type="checkbox"/> Estate charges <input type="checkbox"/> Road charges <input type="checkbox"/> No <input type="checkbox"/> Don't know	
If HMO, is it registered?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Don't know <small>*Detail existing use in additional info...</small>	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit
Is there a fire certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit
Is there an Asbestos Register Confirmation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit

	Answer (please tick)	Documents (please tick)
Has the property got valid Gas and Electrical safety check certificates? (renewable annually).	Yes No Don't know	Attached To follow Available on site visit
Is there car parking (allocated or unallocated, off site or on site) &/ or garage?	Parking Garage No Don't know	
Is the outside amenity space shared or private?	Shared Private None Don't know	
Are there separate meters for each tenant?	Yes No Don't know	
Please provide details of any notices received regarding disrepair such as under Public Health or Housing Acts.		Attached To follow Available on site visit
Is there a valid Energy Performance Certificate in place?	Yes No Don't know	Attached To follow Available on site visit
Is there/ will there be an Assured Shorthold Tenancy or Standard Occupation Contract in Wales, Agreement in place?	Yes No Don't know	Attached To follow Available on site visit
Schedule of tenancies and rents payable, or detail below;	Yes No Don't know	Attached To follow Available on site visit
Name of tenant(s) (continue on separate sheet if necessary)	Monthly rental	AST renewal date

Who is responsible for payment of the following bills:

Gas/ electric/ water/ heating etc...	
Council tax and rates	
Insurance	
Management charges	

Any additional information (please continue of a separate sheet is necessary)

Client's signature:	
Print name:	
Date:	