

## Supplementary property information for HMOs and multi-units

This form is to be completed by the applicant and then uploaded by the broker to the case via the MyKeystone online portal.

Applicant name: \_\_\_\_\_

Property address: \_\_\_\_\_

	Answers (please tick)	Documents (please tick)
Title plan available	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 <input type="checkbox"/>
Has the property been extended, altered or converted? If yes please answer the question below.	Yes* <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> * Detail existing use in additional information	Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit <input type="checkbox"/>
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.	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit <input type="checkbox"/>
Are there any estates or road charges payable?	Estate charges <input type="checkbox"/> Road charges <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
If HMO, is it registered?	Yes* <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> * Please provide licence	Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit <input type="checkbox"/>
Is there a Fire Certificate?	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 <input type="checkbox"/>
Is there an Asbestos Register Confirmation?	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 <input type="checkbox"/>
Has the property got valid Gas and Electrical safety check certificates? (annually renewable)	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 <input type="checkbox"/>
Is there car parking (allocated and unallocated, off site or on site) &/or garage?	Parking <input type="checkbox"/> Garage <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is the outside amenity space shared or private?	Shared <input type="checkbox"/> Private <input type="checkbox"/> None <input type="checkbox"/> Don't know <input type="checkbox"/>	

	Answers (please tick)	Documents (please tick)
Are there separate meters for each tenant?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Please provide details of any notices received regarding disrepair such as under Public Health or Housing Acts.		Attached <input type="checkbox"/> To follow <input type="checkbox"/> Available on site visit <input type="checkbox"/>
Is there a valid Energy Performance Certificate in place?	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 <input type="checkbox"/>
Is there / will there be a Standard Tenancy Agreement in place?	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 <input type="checkbox"/>
Schedule of tenancies and rents payable	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 <input type="checkbox"/>
Or details of current tenants Name of tenants:          Please continue on a 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 on a separate sheet if necessary)		

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_