



# Landlord Application Pack



# Contents

1. Landlord
2. Property
3. Certification
4. Utilities, Internet & Extras
5. Maintenance & Cleaning
6. Check List

## Landlord

<b>Full name:</b>			
<b>Contact Address:</b>			
<b>Postcode:</b>			
<b>Tel No:</b>	<b>(W)</b>		
	<b>(H)</b>		
	<b>(M)</b>		
<b>Email:</b>			
<b>Alternate Contact*</b>	Name:	Tel:	Email:
<b>Emergency contact:</b>	Name:	Tel:	Email:

\*where applicable- an approved contact for when you are not available- this person will have full account access and authorization.

## Property Details

<b>Property Address:</b>			
<b>Postcode:</b>			
<b>Date Available for CSL Letting:</b>			
<b>Current Tenants?</b>	Y	N	
<b>Please state the name the property is formally owned under:</b>			

Please give a brief summary of the rooms within the property:

Room Type	Quantity
Bedroom	
Kitchen	
Lounge	
Dining Room	
Toilet	
Shower	
Bath	
Garden	
Study	
Utility Room	

## Existing Tenants

In order to introduce any property to future tenants and begin the viewing process, we require a selection of information on the current occupants. This allows CSL an opportunity to introduce ourselves and what we do. After this we are able to begin sending notice for viewings and visits relating to the year ahead. Please fill in the relevant slots below.

<b>Room</b>	<b>Name</b>	<b>Tenancy End Date</b>	<b>Price Per Week</b>	<b>Contact</b>
1				Tel: Email:
2				Tel: Email:
3				Tel: Email:
4				Tel: Email:
5				Tel: Email:
6				Tel: Email:
7				Tel: Email:
8				Tel: Email:
9				Tel: Email:
10				Tel: Email:
11				Tel: Email:
12				Tel: Email:

## **Certification**

Certification is required by law and it is vital that the correct information is received and maintained. If you supply your own certification, and it is not provided within 3 days of receiving a request from CSL, please be aware CSL will authorise for this certification to be produced.

The following certification is required for a CSL property:

- Gas Safety Certificate
- Periodic Electrical Test
- PAT Test
- Fire Risk Assessment
- Fire Alarm Test and Fire Fighting Equipment
- HMO License
- Communal room TV license

If you already have existing certificates for your property and these over run the date that CSL will tenant the property, **please supply a copy of all the above at time of submitting the application.**

If you do not supply the relevant certificates for CSL to file and assign to the property (at time of application), CSL will organize and arrange for all of the above to be put in place prior to CSL tenancies beginning.

Please sign below to demonstrate you have fully read and understood the above statement:

**Signature:**

## Utilities, Internet and Extras

<b>Utilities</b>		
<p>Clever Student Lets will manage Gas and Electricity on your behalf. Gas and electricity readings will be taken normally on a six weekly basis. If managing utilities Clever Student Lets will move accounts to our nominated supplier. Clever Student Lets does not manage or pay for the water supply, this remains the responsibility of the landlord.</p>		
	<b>Gas</b>	<b>Electricity</b>
<b>Current Supplier:</b>		
<b>Account Holder's Name:</b>		
<b>Account Number</b>		
<p>Please be aware that the process of take over utilities from existing supplies can often be a lengthy process. We have a dedicated team member who will ensure this is conducted professionally and seamlessly. Please allow time for the process to take place and full handover to complete.</p>		

<b>Internet</b>	
<p>All CSL properties are run via Virgin and offer a minimum of 154mb supply. Please supply us with the relevant information to ensure the internet is manageable by CSL and at the correct level. If not with Virgin, we will look to bring across when suitable with in your current contracts.</p>	
<b>Supplier:</b>	
<b>Account Name:</b>	
<b>Account Password</b>	
<b>WiFi Network name</b> (If different than on box)	
<b>WiFi Network Password</b> (If different than on box)	

Please sign below to demonstrate you have fully read and understood the above statement:

## Signature:

## Maintenance

Clever Student Lets prides itself on our rapid response to any issues and problems raised in a clever property. We feel that using clever maintenance services offers the best, most cost effective and fastest response. As detailed in the manual, you will be made aware of all jobs expected to cost in excess of £300.

Please use this area to indicate any existing warranties, service contracts or relevant cover that maybe helpful when addressing maintenance issues. If not stated below CSL will be unable to use these. You will be personally contacted if use of a warranty is required. If this is not initiated with in 3 working days, CSL will move forward with a private contractor to ensure student experience is maintained.

Warranty Item/s	Details

## Cleaning

We offer all our students a minimum of a monthly clean in communal areas. We have had great success with larger properties offering this service on a two week basis.

- If your property is over 7 bedrooms or above, Clever Student Lets will arrange for two cleans a month.
- If your property is 6 bedrooms or less, Clever Student Lets will arrange for one monthly clean.

## **End of Year Cleaning**

Clever Student Lets will schedule and conduct a full deep clean and clear of the property between the 17<sup>th</sup> and 31<sup>st</sup> August each year.



Please sign below to demonstrate you have fully read and understood the above statement:

**Signature:**

**Double Checking...**

<b>Required Field</b>	<b>Complete?</b>
Landlord details?	
Emergency Contact?	
Existing tenant contacts?	
Property breakdown?	
One full set of labelled keys?	
Certification Details?	
Copy of certification where required? (inc TV Licence)	
Utilities Details?	
Internet Account Details?	
Maintenance & Cleaning Details	
All relevant Warranty info?	
Received and understood copy of CSL's Landlord's Manual	

**Landlord Signature:**

**Date:**

**CSL Representative Signature:**

**Date:**