

PRIVATE LETTINGS CHECKLIST AND REGISTRATION

Please note all properties with gas MUST have a corgi registered gas safety certificate before we can use the property. This MUST be supplied to the homeless department BEFORE the tenant occupies the property.

PROPERTY DETAILS

Address of property to let _____

Number of bedrooms _____

Type of property and floor level _____

Date of construction _____

Does the property have the
Following? Please circle

Gas Yes No

Cooker Yes No

Central Heating Yes No

Double-glazing Yes No

Is the property Furnished?
Please circle Yes No Part

Do you accept pets? Yes No

Is smoking allowed? Yes No

Rent Negotiated per month _____

When is the property ready
to let? _____

LANDLORD DETAILS

Landlords Name _____

Landlords Address _____

E-mail _____

Telephone Home _____

Telephone Work & Mobile _____

PAYMENT DETAILS

Rent payable to Name _____

Address _____

Contact No _____

Bank Details Account Name _____

Sort Code _____

Account No _____

Bank _____

DECLARATION

I _____ (Name)

Wish to register with Swindon Borough Council's Private Lettings Service. I have read the explanatory notes on the service and I understand its operation. I also understand the Council's Equal Opportunities and I understand that I am expected to carry out my role as landlord/lady in accordance with this policy.

Signed _____ Date _____

Please return to Private Lettings Section, Housing, Swindon Borough Council, Civic Offices, Swindon, SN1 2JH Telephone 464405