



LANDLORD PROPERTY REGISTRATION FORM

Please complete this form and return it to: HCR Ltd, Belvedere House, 2 Basing View, Basingstoke, Hants. RG21 4HG.

LANDLORD DETAILS

TITLE (MR/MRS/MISS)

SURNAME

FORENAMES

ADDRESS

POST CODE

HOME TEL NO

WORK TEL NO

MOBILE TEL NO

EMAIL ADDRESS

Details of the property you wish to be considered for the scheme.

ADDRESS

POSTCODE

TYPE OF PROPERTY

Detached

Semi Detached

Terraced

Flat

Studio Flat

Other

GENERAL DETAILS

No. of Single Bedrooms

No. of Double Bedrooms

No. of Reception Rooms

No. of Bathrooms

Kitchen - Separate

Study

Front Garden

YES / NO

Rear Garden

YES / NO

Proposed Rental Per Calendar Month

IF ANY UTILITIES ARE INCLUDED IN THE RENT (Please Specify)

HEATING SYSTEM

Gas

Electricity

Oil

Solid Fuel

OTHER: (Please Specify)

NB. A current Gas Safety Certificate must be provided on the take-over of the property. (If there is gas at the property). All main services must be contacted on day of Move In.

Does the property have a garage?

YES	NO
<input type="text"/>	<input type="text"/>

If No, does the property have parking facilities? i.e. parking bay, carport

Does the property have a smoke alarm fitted to each floor?

Is each external door fitted with a 5 Lever or 5 Pin Cylinder Mortice Deadlock?

Will you allow smokers?

Will you allow pets?

Furnished

Part Furnished

Unfurnished

Other

OTHER: (Please Specify)

Has the property been previously let to HCR?

YES	NO
<input type="text"/>	<input type="text"/>

When is the property available?

Estimated time that you require the property to be rented for?

6mths

12 mths

18 mths

24 mths

30 mths

36 mths

Landlords Residing Outside the UK

Landlord Registration 2016 ©HCR Ltd

Are you living overseas for the duration of the tenancy?

Yes

No

If you are a non resident landlord or if HCR Ltd has reason to believe you are a non resident landlord, then we are obliged under current legislation to deduct non resident landlord tax at the prevailing rate, until such a time we hold a valid tax exemption certificate from F.I.C.O. If your name is on either the Tenancy Agreement or the Payee Account Details, it is deemed necessary by the Inland Revenue for you to seek an exemption certificate. If you have not already applied to F.I.C.O. for tax exemption, please write to:

Crown Servants

Centre for Non Residents
Government Buildings
Ty Glas
Llanishen
CARDIFF
CF14 5YA

Tel: 0845 300 3949

Non Residents

Centre for Non Residents
NRLS Processing
Fitzroy House
PO BOX 46
NOTTINGHAM
NG2 1BD

Tel: 0151 472 6208/09

In the event of your circumstances changing either by returning to the United Kingdom or becoming a Non-resident during the term of the Tenancy you are obliged to inform our offices in order for your records to be amended.

If you are residing abroad, you will need to provide details of a UK contact in case of Emergency should your property be brought onto the scheme.

I am not a Non-Resident Landlord

Signature

I/we hereby agree to the terms and conditions laid out below and would like to be considered for registration as an approved landlord for HCR Ltd. I understand that a one-off registration fee of £ 350.00 inc VAT will be deducted from the first rental payment due to you on each property coming into the scheme. In addition, where a tenancy is extended, an administration fee of £ 150.00 inc VAT will be chargeable.

In the case of non resident landlords the landlord registration fee will be £ 380.00 inc VAT and where the tenancy is extended, the fee will be £ 235.00 inc VAT to cover the extra administration costs.

1998 Data Protection Act

HCR hereby gives you notice that information concerning you as the owner of the property will be held on electronic and paper records insofar as they are necessary and connected with the business of HCR and services to be provided by HCR to you in accordance with arrangements agreed in the Tenancy Agreement. You acknowledge and give consent for the holding of such information.

If you do not wish to receive details of any of our other services, please tick this box

Please confirm how you heard about our scheme:-

Word of Mouth Advert Client Other

Please Specify

SIGNATURE: _____ **DATE:** _____

NAME: _____

SUBMIT