

TENANCY ENQUIRY FORM

PROPERTY :

Please provide the following:-

1. Copy Tenancy Agreement with confirmation that the original will be handed over on completion.
2. Copy Section 21 Notice *DO NOT HAVE SPECIA TO SMITH & SON*
3. Confirmation that the Tenant is not/has not been in arrears and supply an up to date rent schedule showing rents due and rents paid.
4. Confirmation that there are not/have not been any disputes between the Landlord and the Tenant.
5. Copies of all notices served by the Landlord on the Tenant and vice versa.
6. Confirmation as to how rent is paid i.e. Housing Benefit, private or a combination of both or other. *SEE BELOW*
7. Confirmation as to when rent is paid i.e. weekly, monthly, on what day and if in advance or arrears.
8. Confirmation as to whether or not a rent deposit has been paid and, if it has, your clients details of the Government backed Deposit Scheme in which the deposit is held. If the tenancy was granted on or after 6th April 2012, provide proof that such deposit is protected in such a scheme and that details were notified to the Tenant within 30 days of payment.
9. Copy Gas Safe Certificate and confirmation that the original will be handed over on completion.
10. Copy electrical certificates and confirmation that the originals will be handed over on completion.
11. Confirmation as to whether or not the Property is a house in multiple occupation and, if it is, supply a copy of the Licence and confirmation that the original will be handed over on completion.
12. Confirmation as to whether or not the property is in a Local Authority Selective Licensing Area and, if it is, supply a copy of the licence and confirm that the original will be handed over on completion.
13. If the tenancy was granted on or after 1st October 2015, provide proof that the Tenant was provided with a copy of the Department for Communities and Local Governments Leaflet (How to Rent), EPC and the Gas Safe Certificate.

Date 29 JUNE 2023

Signed by

[Signature]
FLAT PAY £345-00 PER WEEK BY
THE HOUSING BENEFIT
SHOP PAY £375-00 BY BANK
TRANSFER