

Orkney Lets – Property Information Form

Landlord Contact Information

Name:	
Telephone Number:	
Address:	
Registration Number:	

Please note that the contact telephone number provided will be placed on the Council website with your property advert and will be provided in paper format to customers who enquire about available properties. If you do not wish to give a contact telephone number, please provide a contact address (can be PO Box address if you prefer).

Property for let information

Address of property:	
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Note: This is required for office use only and will not appear on the website.

Energy Performance Indicator (A to G) as per your Energy Performance Certificate:	
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Number of double bedrooms:		Number of single bedrooms:	
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Property type (i.e. flat, house, etc.)?	
Self-contained or Flat share?	

Monthly rent:		Deposit:	
Is the rent inclusive of Council Tax/Heating etc.?			

Proposed length of tenancy (Assured or Short Assured):	
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Is the property suitable for someone with a mobility problem (Yes/No)?	
Is the property suitable for a wheelchair user (Yes/No)?	

What type of heating does the property have?	
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Furnished (Yes/No/Partly)?		Garden (Yes/No/Shared)?	
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Any other relevant information:

How did you become aware of this service?	
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I hereby certify that the above information is correct to the best of my knowledge and that I give my permission for this information to be made available on Orkney Islands Council's website and in paper format.

I agree that I will inform Orkney Islands Council immediately if the property is no longer vacant or if any of the above details change.

I understand it is my responsibility to carry out reference checks on any applicants and that Orkney Islands Council cannot be held responsible for any tenant chosen through this service and cannot be held liable for any resulting loss or damages as a result of using this service.

Signed:		Print Name:		Date:	
Signed: (Joint Owner)		Print Name:		Date:	

Please note that all sections have to be completed in order to be put on the website and that properties will be advertised for a period of 8 weeks and then removed.

Office use only (Technology Officer)	
Date received:	
Date landlord registration number checked:	
Date added online:	
Date removal request received:	
Date checked removed from website:	
Further comments:	