

Landlord Application & Instruction Form

Thank you for choosing Sidney & Co. Please complete every section in BLOCK CAPITALS using black ink, or type directly into the PDF. A separate form is required for each property. Where a property is jointly owned, every legal owner must sign Section 12. Incomplete forms will delay marketing.

Before we start

We cannot market a property until we hold a valid EPC (band E or above unless a valid exemption is registered), and we cannot let a property until gas, electrical and alarm safety evidence is in place. We are also required to verify your identity and your right to let the property under the Money Laundering Regulations 2017.

SECTION 0 · GUIDANCE NOTES FOR COMPLETION

- Complete every section — do not leave blanks; write 'N/A' where a question does not apply.
- Every legal owner of the property (as shown on the Land Registry title) must be named in Section 2 and must sign the declaration in Section 12.
- If the property is mortgaged or leasehold, you must confirm that you have consent to let (Section 3).
- Safety certificates must be current at the point a tenancy starts, not just at the point of instruction.
- If you live outside the UK for six months or more in a tax year, complete Section 10 (Non-Resident Landlord Scheme).
- Return the completed form and supporting documents to enquiries@sidneyandco.com, or hand them in at either office.
- This form sits alongside our Terms of Business, which set out our fees, service levels and notice periods in full.

SECTION A · SUPPORTING DOCUMENTS REQUIRED

We require the following from every named owner. Please supply clear colour copies; originals will be sighted at your appointment.

Document	Requirement
1. Photographic ID	Current passport, or UK photocard driving licence. Required for anti-money-laundering checks under MLR 2017.
2. Proof of address	Dated within the last 3 months — utility bill, Council Tax bill, bank statement or HMRC/DWP correspondence. Mobile phone bills are not accepted.
3. Proof of ownership	Land Registry title, completion statement, or a recent mortgage statement showing your name and the property address.
4. Energy Performance Certificate	Valid EPC, band E or above, or written evidence of a registered exemption on the PRS Exemptions Register.
5. Gas Safety Record (CP12)	Dated within the last 12 months, from a Gas Safe registered engineer. Not required where there is no gas supply or appliance.
6. Electrical Installation Condition Report	EICR dated within the last 5 years with a satisfactory outcome, plus evidence of any remedial work completed.
7. Licence and consents	Selective, additional or HMO licence where applicable; freeholder and mortgage lender consent to let; landlord insurance schedule.

SECTION 1 · PROPERTY TO BE LET

Property Address			
Postcode	Property Type	Bedrooms	Furnishing
Asking Rent (£ pcm)	Available From	Council Tax Band	EPC Rating
Parking / Garden	Heating Type	Year Built (approx.)	Freehold / Leasehold

SECTION 2 · LANDLORD DETAILS (ALL LEGAL OWNERS)

Owner 1 — Full Legal Name		Date of Birth
Correspondence Address		
Mobile	Email	National Insurance No.
Owner 2 — Full Legal Name		Date of Birth
Correspondence Address		
Mobile	Email	National Insurance No.
Company Landlord — Name (if applicable)	Company No.	Registered Office

SECTION 3 · OWNERSHIP, MORTGAGE AND CONSENTS

Do you own the property outright? (Y/N)	Mortgage Lender	Account / Roll No.
Lender consent to let obtained? (Y/N)	Freeholder consent obtained? (Y/N)	Any restrictive covenants? (Y/N)

Why this matters

Letting a mortgaged property without your lender's consent, or a leasehold property in breach of the lease, can put you in breach of contract and may invalidate your insurance. We will ask to see written consent before a tenancy is signed.

SECTION 4 · SERVICE LEVEL REQUESTED

Service	What is included	
Let Only	Marketing, accompanied viewings, referencing and Right to Rent checks, tenancy agreement, deposit registration and check-in. You manage the tenancy thereafter.	
Rent Collection	As Let Only, plus monthly rent collection, statements, arrears chasing and rent review administration.	
Fully Managed	As Rent Collection, plus repairs and maintenance management, periodic inspections, contractor instruction, certificate renewals and end-of-tenancy administration.	
Service Level Required	Agreed Fee (% + VAT / £)	Minimum Term

Fees and transparency

All fees are agreed in writing in our Terms of Business before marketing begins and are quoted inclusive of VAT where applicable, in line with the Consumer Protection from Unfair Trading Regulations 2008 and The Property Ombudsman Code of Practice. We charge no fees to tenants other than the permitted payments allowed by the Tenant Fees Act 2019. We receive referral fees from solicitors only, capped at £200 per instruction; we receive no referral fee from mortgage advisers or surveyors.

SECTION 5 · COMPLIANCE DECLARATION

Please tick each item that is already in place, or mark 'In hand' where it is being arranged. We can arrange any missing item on your behalf.

Yes	In hand	Requirement		
		Gas safety. Annual Gas Safe check and CP12 record; copy to be given to the tenant before occupation and within 28 days of each check.		
		Electrical safety. Satisfactory EICR no more than 5 years old; any C1, C2 or FI remedial work completed within 28 days.		
		Smoke and carbon monoxide alarms. A working smoke alarm on every storey and a CO alarm in every room with a fixed combustion appliance, tested on day one of the tenancy.		
		Energy performance. Valid EPC of band E or above, or a valid exemption registered on the PRS Exemptions Register.		
		Fitness for habitation. Property free from Category 1 HHSRS hazards and fit for human habitation throughout the tenancy (Homes (Fitness for Human Habitation) Act 2018).		
		Damp, mould and hazards. You will respond to reported hazards within the timescales set by Awaab's Law as extended to the private rented sector.		
		Furniture and furnishings. Any upholstered furniture supplied meets the Furniture and Furnishings (Fire) (Safety) Regulations 1988.		
		Water safety. A simple Legionella risk assessment has been carried out and recorded.		
		Licensing. Selective, additional or HMO licence held where the local authority requires one (Liverpool and Wigan schemes vary by ward).		
		Insurance. Landlord buildings insurance in force, with the insurer aware the property is let.		
		Registration. Neither the Private Rented Sector Database nor the Landlord Ombudsman scheme is live yet; you will register and join if and when they commence.		
Gas Safety Expiry		EICR Expiry	EPC Expiry	Licence Expiry

SECTION 6 · TENANCY TERMS AND LETTING PREFERENCES

What the law now allows

Under the Renters' Rights Act 2025, all new tenancies are periodic from day one — fixed terms and Section 21 'no fault' evictions are abolished, and possession must be sought on a statutory ground. Rent may be increased once a year by statutory notice only, at market rent, and the tenant may challenge it at the First-tier Tribunal. You may not require more than one month's rent in advance, invite or accept offers above the advertised rent, or operate a blanket ban on tenants with children or those receiving benefits. A tenant's request to keep a pet may not be unreasonably refused, and no pet deposit or compulsory pet insurance charge may be made.

Pets — will you consider a request? (Y/N)	Smoking permitted? (Y/N)	Maximum Occupants
---	--------------------------	-------------------

Any conditions you would like us to note (these must be lawful and non-discriminatory)

SECTION 7 · DEPOSIT AND RENT HANDLING

Deposits

The tenancy deposit is capped at five weeks' rent where the annual rent is under £50,000, or six weeks' rent at or above £50,000. It must be protected in a government-approved scheme within 30 days of receipt, with the prescribed information served in the same period. We protect deposits with the Tenancy Deposit Scheme (TDS). A holding deposit is capped at one week's rent and is dealt with under Schedule 2 of the Tenant Fees Act 2019.

Deposit Amount (£)	Scheme Preference	Held By (Agent / Landlord)
Rent Payment Day	Rent Frequency	Rent Review Month

SECTION 8 · BANK DETAILS FOR RENT PAYMENTS

Account Holder		Bank / Building Society	
Sort Code	Account Number		Reference

SECTION 9 · MAINTENANCE, ACCESS AND KEYS

Repair authorisation limit (£, without prior approval)		Preferred Contractor (if any)
Boiler / heating make and last service		Warranty or service plan in place?
Sets of keys supplied	Alarm code / meter locations	Stopcock location

Access and inspections

Tenants are entitled to quiet enjoyment. Except in an emergency, at least 24 hours' written notice is given before any visit, and access is at a reasonable time of day. On managed tenancies we carry out periodic inspections and report to you with photographs.

SECTION 10 · TAX AND NON-RESIDENT LANDLORD SCHEME

Will you be outside the UK for 6 months or more in any tax year? (Y/N)	HMRC NRL Approval No. (if held)
--	---------------------------------

Overseas landlords

Where a landlord is resident outside the UK, we are required by the Non-Resident Landlord Scheme to deduct basic-rate tax from rent and account for it to HMRC, unless HMRC has approved receipt of rent without deduction. Rental income is taxable in all cases; we recommend you take independent tax advice.

SECTION 11 · DATA PROTECTION AND PRIVACY NOTICE

Sidney&Co Limited (ICO Registration ZA064033) is the Data Controller for the personal information you provide. We process your data to assess and administer your instruction, verify your identity and right to let the property, meet our anti-money-laundering obligations under MLR 2017, market the property, administer the tenancy, and comply with our legal and redress-scheme duties. Our lawful bases are contract, legal obligation and legitimate interests (fraud prevention and business administration). We share data with referencing providers, deposit schemes, contractors, portals, HMRC and — where required — public authorities. Data is retained for up to 6 years after the end of our relationship, or 12 months where an instruction does not proceed, then deleted. You have rights of access, rectification, erasure, restriction, portability and objection, and may complain to the Information Commissioner's Office (ico.org.uk). Our full Privacy Policy is available at sidneyandco.com/privacy.

SECTION 12 · LANDLORD DECLARATION

I / We confirm and agree to each of the following:

- The information given in this form is true, complete and accurate to the best of my knowledge.
- I am the legal owner of the property, or I am authorised in writing to let it, and I have obtained any mortgage lender, freeholder and insurer consent required.
- I will keep the property compliant with all safety, licensing, registration and property-condition duties, including those introduced by the Renters' Rights Act 2025, and will fund any works needed to achieve this.
- I authorise Sidney & Co to carry out identity and anti-money-laundering checks and to hold and process my data as described in Section 11.
- I understand that no fees may be charged to tenants other than the permitted payments allowed by the Tenant Fees Act 2019.
- I have read the accompanying Terms of Business and understand that this form does not itself create a contract of agency until those terms are signed.
- I understand that Sidney & Co is a member of The Property Ombudsman (D14060) and that a copy of our complaints procedure is available on request.

Owner 1 Signature	Print Name	Date
Owner 2 Signature	Print Name	Date

SECTION 13 · FOR OFFICE USE ONLY

ID Verified By	Date	AML Check Reference
Service Level Agreed	Fee Agreed	Terms of Business Signed
Certificates Received	Marketing Start Date	Negotiator
Notes		