



## LANDLORDS LETTING CHECK LIST

Please tick boxes when completed or leave blank if not applicable.

- |  |                          |
|--|--------------------------|
| <b>Signed Cranes Lettings Limited Agency Agreement</b>                   | <input type="checkbox"/> |
| <b>Advised Mortgage lender</b>   | <input type="checkbox"/> |
| Written permission to let received from Mortgage lender                  | <input type="checkbox"/> |
| <b>Advised current buildings insurer</b>                                 | <input type="checkbox"/> |
| Received written reply from buildings insurer                            | <input type="checkbox"/> |
| <b>Advised Inland Revenue (Overseas landlords only)</b>                  | <input type="checkbox"/> |
| (Ensure you have received your "CNR" number and given Cranes)            | <input type="checkbox"/> |
| <b>Advised current contents insurers</b>                                 | <input type="checkbox"/> |
| Received written confirmation from contents insurers                     | <input type="checkbox"/> |
| <b>Arranged "Landlords Gas Safety Certificate"</b>                       | <input type="checkbox"/> |
| (if not instructed Cranes to do so)                                      | <input type="checkbox"/> |
| <b>Arranged PAT (Portable Appliance Test)</b>                            | <input type="checkbox"/> |
| (if not instructed Cranes to do so)                                      | <input type="checkbox"/> |
| <b>Arranged EPC (Energy Performance Certificate)</b>                     | <input type="checkbox"/> |
| (if not instructed Cranes to do so)                                      | <input type="checkbox"/> |
| <b>Arranged for cooker\oven, all carpets, property to be cleaned</b>     | <input type="checkbox"/> |
| (if not instructed Cranes to do so)                                      | <input type="checkbox"/> |
| <b>Landlords to re-direct all post (if you are letting current home)</b> | <input type="checkbox"/> |
| <b>Provided Cranes with 3 sets of keys (2 for Tenants, 1 for Cranes)</b> | <input type="checkbox"/> |
| Advised Cranes of current utility suppliers i.e. gas, electric etc       | <input type="checkbox"/> |
| <b>Landlord given final meter readings to all utility companies</b>      | <input type="checkbox"/> |
| Landlord cancelled milk, papers, deliveries etc.                         | <input type="checkbox"/> |