**Lettings – Data Check**

Using the explanations earlier in Knowledge Centre, please review your data and update the yellow sections below:

**Property Details**: Checking the rent, property status and landlord details.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Property Address** | **Property Address** | **Property Address** |
|  |  |  |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Rent Amount** |   |   |   |   |   |   |
| **Property Status** |   |   |   |   |   |   |
| **Landlord Name** |   |   |   |   |   |   |
| **Landlord Address** |   |   |   |   |   |   |
| **Landlord Tel No.** |   |   |   |   |   |   |
| **Record Owner** |   |   |   |   |   |   |
| **Preferred Contact Method** |   |   |   |   |   |   |

**Applicant Details**: Checking the applicant information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant Name** | **Applicant Name** | **Applicant Name** |
|  |  |  |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Correspondence Address** |   |   |   |   |   |   |
| **Applicant Status** |  |  |  |  |  |  |
| **Applicant Tel No.** |   |   |   |   |   |   |
| **Applicant Email Address** |  |  |  |  |  |  |
| **Preferred Contact Method** |   |   |   |   |   |   |
| **Requirements:**  |   |   |   |   |   |   |
| **Maximum Rent** |   |   |   |   |   |   |
| **Minimum Bedrooms** |   |   |   |   |   |   |
| **Areas of Interest** |   |   |   |   |   |   |
| **Date Profile Expires** |   |   |   |   |   |   |
| **No. of Viewings** |   |   |   |   |   |   |

**Landlord Details**: Checking the landlord information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Landlord Name** | **Landlord Name** | **Landlord Name** |
|  |  |  |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Correspondence Address** |   |   |   |   |   |   |
| **Landlord Tel No.** |   |   |   |   |   |   |
| **Landlord Email Address**  |   |   |   |   |   |   |
| **Preferred Contact Method** |   |   |   |   |   |   |
| **Property Details** |   |   |   |   |   |   |
| **Solicitor Details** |   |   |   |   |   |   |

**Tenancy Details**: Checking the tenancy information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Tenancy Ref / Address** | **Tenancy Ref / Address** | **Tenancy Ref / Address** |
|  |  |  |
| **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** | **CORRECT (Y/N)** | **AMEND TO** |
| **Tenancy Address** |   |   |   |   |   |   |
| **Lead Tenant Name** |   |   |   |   |   |   |
| **Lead Tenant Tel No.** |   |   |   |   |   |   |
| **Tenancy Start / End Dates**  |   |   |   |   |   |   |
| **Rent Amount** |   |   |   |   |   |   |
| **Tenancy Status** |   |   |   |   |   |   |
| **Management Type** |   |   |   |   |   |   |
| **Guarantor Details** |   |   |   |   |   |   |