



Preparation of Property for Tenancy

We can provide all the services you need to have your property ready for the tenants to move in. Please complete the following form with your credit card details to pay for any works requested.

Property address _____
Postcode _____

1. Inventory & Check-in	
It is essential that an inventory is drawn up before a property is let and that the tenant is checked-in against it. Please choose from the following options.	
Initials	Please complete an inventory and check-in report at a cost of £85 + VAT
Initials	Please complete a check-in report using the existing inventory at a cost of £45 + VAT (if applicable)
No inventory and/or check-in report declaration (if applicable)	
I confirm that I will arrange for the inventory and/or check-in report to be carried out myself. I understand that it is in my best interest to use an independent inventory check-in report as, in the event that I carry this out myself, or fail to carry this out at all, I may seriously weaken my position to make any claims against the tenant's deposit.	
Signed: _____ Date: _____	

2. Professional Cleaning	
It is highly recommended that your property is professionally cleaned before the start of the tenancy. This not only sets a standard for how the property should be maintained throughout the tenancy but also ensures you will be handed back possession in a similar condition. Please indicate below whether you will be arranging for the property to be professionally cleaned or whether you would like us to organise this for you. If you would like an estimate of cost, please contact us.	
Initials	Please complete a professional clean of my property
Initials	Do not complete a professional clean of my property. I will take responsibility of this myself.

3. Safety Certification	
It is a legal requirement that all gas appliances and the fixed installation are tested before the property is let. Please refer to our website for further information. Please sign the declaration below if there is no supply of gas to the property.	
Initials	Please complete a Gas Safety Certificate (and any necessary remedial works) at a cost of £90 + VAT
Initials	Do not complete the Gas Safety Certification. I will provide copies of the certificate.
No gas in property declaration (if applicable)	
I hereby confirm and warrant that there is no gas supply to the above property, nor are there any gas appliances within the property and therefore the obligations under the Gas Safety (Installation and Use) Regulations 1998 do not apply.	
Signed _____ Date: _____	

4. Energy Performance Certificate	
All buildings in the private rented sector require an EPC. This certificate will remain valid for 10 years. Landlords are required by law to obtain and make available a copy of the EPC, free of charge, to prospective tenants at the earliest opportunity and must provide the person who takes up the tenancy with a copy. Jackson Pyne can arrange an EPC at the competitive rate of £80 + VAT. Please choose from the following options.	
Initials	Please arrange for a valid EPC to be completed on my behalf at a cost of £80 + VAT.
Initials	I will organise my own EPC for the above property.
Initials	I already have a valid EPC for the above property which I will make available.

5. Payment Details	
The service above will be organised at Jackson Pyne standard prices. All charged are subject to VAT at the prevailing rate.	
Name on Card: _____	Card no: _____
Billing address: _____	Postcode: _____
Expiry date: _____	3 digit Security Code: _____

Signed _____ Date: _____