

Section 21 Notice Instruction Form

**All information provided will be held securely in accordance with our Data Protection Policy.*

Tenant(s) details			
Name(s):			
Occupiers' name(s):			
<i>*This is all other people (adults and children) you know are also staying at the property.</i>			
Tenancy details			
Property address:			
Do you own the property?	Yes/No		
<i>*Please circle whether freehold or leasehold.</i>	<table border="1"> <tr> <td>Freehold</td> <td>Leasehold</td> </tr> </table>	Freehold	Leasehold
Freehold	Leasehold		
Start date:			
Any previous tenancies?			
*Please provide a pdf copy of the current tenancy agreement and <u>ALL</u> previous tenancy agreements.			
Miscellaneous details			
Does the property require a licence?	Yes/No		
*If yes, please provide a copy of the licence.			
Was a deposit taken?	Yes/No		
If yes, what date was the deposit protected?	<i>*Please indicate all dates if there has been a change in provider or amount.</i>		
If yes, what date was the prescribed information given:			



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strikes.

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01636 642868

0113 3229555

0207 6137312



	<i>*Please indicate all dates if there has been a change in provider or amount.</i>
*If deposit protected, please provide a copy of the Tenancy Deposit Scheme Certificate.	
Has an improvement notice, or emergency remedial notice, been served on the property?	Yes/No
Date EPC provided to tenant:	
*Please provide a copy of <u>ALL</u> EPC(s) which have been current during the tenancy.	
Has a gas safety certificate which was current when the tenancy commenced been provided to the tenant?	Yes/No
If yes, on what date was it provided?	
Have yearly gas safety certificates been provided to the tenant during the tenancy, if relevant? <i>*Please provide dates.</i>	Yes/No <u>Dates:</u>
*Please provide a copy of <u>ALL</u> Gas Safety Certificates for the duration of the tenancy.	
Has the "How to rent" guide which was current when the tenancy commenced been provided to the tenant?	Yes/No
On what date was "How to rent" provided?	
How was the "How to rent" provided?	Hard copy / email
*Please provide a copy of the How to Rent guide which was given to the tenant.	
Was a holding deposit taken prior to the tenancy?	Yes/No
If yes, was the holding deposit repaid or put towards the rent or deposit?	Repaid / rent / deposit

