

# New Client Intake Form



**New Landlord Credit Account Application Form** (all details **MUST** be filled out or the application is rejected)

## Landlords Details

<b>Landlords Full Name</b>	
<b>Landlords Private Address</b>	
<b>Landlords PTRB Registered Tenancy number</b> <small>(no invoice/credit give without this)</small>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Company Web Site / Facebook</b>	
<b>Social Media/Twitter/Instagram</b>	
<b>VAT Number</b> <small>(if applicable)</small>	

## Property Management OR Letting agency Details

<b>If Property Management or Letting Agency State Agency/Management Full Company name</b>	
<b>Agency/Management full registered company address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>VAT Number</b> <small>(if applicable)</small>	

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### Rental Property Details

Tenancy Address	
Tenants Full Name	
Tenants Mobile Number	
Has the tenant been given the legal required notice of inspection/repairs?	

**List at least 2 Trade References:** (or tradesmen that have given you credit in the past)

1) Name of Referee Name of Company Phone number of Referee How long you have been their client?	
2) Name of Referee Name of Company Phone number of Referee How long you have been their client?	

*Please send to [dbest@repairman.com](mailto:dbest@repairman.com):*

- *Signed Terms & conditions of Business:*
- *New Landlord Credit Account Application Form:*

**Landlords Signature:** \_\_\_\_\_

**Property Management OR Letting Agency Owner Signature:**  
(by signing this you are taking full responsibility for payment of the outstanding invoice or bills)

\_\_\_\_\_

**Date:** \_\_\_\_\_