



Terms & Conditions - Owners Application Form

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**.

Lead Owner First

1 First Owner

Mr Mrs Miss Other

First Name Last Name

Address

Post Code Email

Home Tel Mob Tel

2 Second Owner

Mr Mrs Miss Other

First Name Last Name

Address

Post Code Email

Home Tel Mob Tel

3 Property to be Let

Property Name Address

Address Post Code

4 Property Type

Studio	<input type="checkbox"/>	Flat	<input type="checkbox"/>	House	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Terraced	<input type="checkbox"/>	Chalet	<input type="checkbox"/>
Caravan	<input type="checkbox"/>	Glamping Tent	<input type="checkbox"/>	Other	<input style="width: 100px;" type="text"/>

Entire Property Yes No

Privat Room Yes No

Shared Room Yes No

Other

Maximum Number of guests

5 Pricing

Suggested Rental Price Per night Low Season £

Suggested Rental Price Per night High Season £

Are you VAT registerd Yes No

Discount for booking more than 7 nights Yes No If yes at what percentage %

Discount for booking more than 30 nights Yes No If yes at what percentage %

Fri / Sat Weekend Suplement Yes No If yes how much on top £

Is a cleaning fee to be added to booking Yes No If yes how much £

Minimum nights Let Maximum Length of Let Nights Weeks Months

Is a Security Deposit to be taken Yes No If yes how much £

Is an early bird discount to be offerd Yes No If yes at what percentage %

Number of days in advance

Allow guests above capacity Yes No Extra price per guest per night £

Check in day Any day Yes No Specify the check in day

or Check in / check out Any day Yes No Specify the check in/out day

Dogs Allowed Yes No If yes how many Fee per booking per dog £

Notes if any



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6 Discription

Size of the property ft²

Number of Living/Reception rooms

Number of bedrooms

Number of family bathrooms Number of Ensuite's Number of WC's

Number of dining table seats

Floor number if not ground is there a lift Yes No

Check in time Check out time

Is late check in available Yes No if yes what time up to is there a charge £

Optional Services

Is your property wheelchair friendly Yes No Notes

Is your property disabled friendly Yes No Notes

Is luggage drop off available Yes No

Other

Outdoor Faciltis

Is parking available Yes No Notes

If extra guests above capacity are allowed, how many? At what price per night PP ? £

Cancellation Terms if deferent from Secret Getaways in Norfolk's booking T & C's

Bedroom options

Bedroom Number	<input type="text"/>	King bed	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Queen bed	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Double	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Twin	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Single	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Bunkbeds	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Put you up	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Cot	<input type="text"/>	<input type="text"/>
Bedroom Number	<input type="text"/>	Sofa bed	<input type="text"/>	<input type="text"/>
		Other		<input type="text"/>

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7 Facilities List

Amenties Basic

- Living Room
- Dining Room
- Kitchen
- Conservatory
- Garden
- Central heating
- Wifi
- Tv
- Cable/Sky tv
- Laptop friendly workspace
- Washing machine
- Dishwasher
- Tumble dryer
- Toaster
- Iron/board
- Private entrance
- Ground floor bedroom
- Single level home
- Disable access/facilities
- Pub/Shop in walking distance

Family Features

- Bath tub
- Childrens books/toys
- Fireplace guards
- High chair
- Pack n play/travel cot
- Ping pong table
- Pool table
- Cot
- Stairgate

Safety Features

- Carbon monoxide detector
- Smoke detector
- Heat detector
- First aid kit
- Fire blanket
- Fire extinguiser

Kitchen/Dining

- Cooking basics (pots/utensils)
- Plates/Dishes
- Cutlery
- Fridge
- Freezer
- Coffee maker
- Microwave

Bedroom

- Hangers
- Bedlinen
- Hairdryer
- Extra bedding/Pillows
- En suite

Bathroom

- Bath/shower
- Towels
- Shower gel/shampoo
- Toilet roll
-

Special Features

- Swimming pool
- Indoor pool
- Outdoor pool
- Heated pool
- Private pool
- Communal pool
- Hot tub
- Sauna
- Games room
- Tennis court
- Private mooring
- Fishing
- Pet friendly
- Large groups
- Open fire/Log burner
- Air conditioning

Out Doors Facilities

- BBQ grill
- Outdoor space
- Patio
- Balcony
- Decking
- Sea view
- Off street parking
- Free street parking

Logistics

- Luggage drop off
- Long term stay allowed
- Guest access lock box

Other



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8 Utilities

Type of Heating Gas Electric Oil Other

	Name of Company / Supplier	Location of meter or where service enters property
Gas	<input type="text"/>	<input type="text"/>
Electricity	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>
Satellite/ Cable	<input type="text"/>	<input type="text"/>
Water	<input type="text"/>	<input type="text"/>
Location of water stop cock inside property	<input type="text"/>	

9 Burglar Alarm

Yes No **If No go to number 10**

Alarm Code Location of Control Panel

Linked to a third Party Yes No

If Yes Name and Address

Post Code Tel Number

10 Gas Safety

(in accordance with the Gas Safety Installation and Use Regulations 1998)

Are there any gas appliances or a gas meter in the property Yes No **If No go to number 11**

The gas appliances were last serviced on / / and I enclose the current safety certificate.

I instruct Secret Getaways in Norfolk to employ on my behalf a SAFE registered gas engineer to check all gas appliances and provide a Landlord Gas Safety Certificate. Yes No

11 Electrical Safety

(in accordance with the 1994 Electrical Regulations)

It is advisable that the property has an Electrical Safety Inspection

The electric's were last checked on / / and I enclose the current safety certificate.

I instruct Secret Getaways in Norfolk to employ on my behalf a qualified person to check the Electrics as indicated below.

Full inspection of fixed wire installation. Yes No

Portable Appliance Test (PAT) Yes No

12 Oil Heating

Are there any oil appliances or an oil tank in the property Yes No **If No go to number 13**

We recommend all Oil Heating boilers and apparatus are serviced annually by a qualified engineer

I instruct Secret Getaways in Norfolk to employ on my behalf a qualified engineer to check the Oil Heating Boilers and apparatus.

Please confirm we can arrange this Yes No

13 Open Fire & Wood Burning Stoves

Are there any open fires or wood burning stoves in the property Yes No **If No go to number 14**

We recommend all Fires should have the chimney swept 2 times a year and inspected by a qualified HETAS engineer.

I instruct Secret Getaways in Norfolk to employ on my behalf a qualified engineer to check / sweep the chimney.

Please confirm we can arrange this Yes No



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14 Energy Performance Certificate (EPC)

An EPC was last served on / / and I enclose the current EPC certificate.

I instruct Secret Getaways in Norfolk to employ on my behalf a qualified person to supply this address with an EPC.

Please confirm we can arrange this Yes No

15 Bank / Building Society Details for Rental Payments made by BACS (Banks Automated Clearing System)

Banks Name	<input type="text"/>		
Banks address	<input type="text"/>		
Post Code	<input type="text"/>	Tel Number	<input type="text"/>
Account Name	<input type="text"/>		
Account Number	<input type="text"/>		
Sort Code	<input type="text"/>		

16 Housekeeping

Whold you like Secret Getaways in Norfolk to find and introduce you to a housekeeping service Yes No

17 Please Indicate Which Service You Require

	Set up Fee	Hosting Fee	Monthly Percentage	
Hosting Service (Annually) <input type="checkbox"/>		£100		Hosting only go to No 25
Managed Service <input type="checkbox"/>	£125		<input type="text" value="10 %"/>	Managed only go to No 25
Fully Managed Service <input type="checkbox"/>	£125		<input type="text" value="18 %"/>	

18 Insurance, if you have your own insurance in place , complete the details below.

Building Insured with	<input type="text"/>		
Telephone Number	<input type="text"/>	Policy No	<input type="text"/>
Contents Insured with	<input type="text"/>		
Telephone Number	<input type="text"/>	Policy No	<input type="text"/>

19 Maintenance

Do you wish to use our preferred contractors for everything? Yes No

Please confirm that you are happy not to be contacted regarding any repair or maintenance work to the value of £200 or less?

If no, please specify amount. Yes No £

These contractors must also be available out of hours in emergency situations.

20 Owners preferred maintenance contractors

General Maintenance	<input type="text"/>		
Name	<input type="text"/>		
Address	<input type="text"/>		
Post Code	<input type="text"/>	Email	<input type="text"/>
Business / Home Tel	<input type="text"/>	Mob Tel	<input type="text"/>



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21 Plumber (preferred contractors) Do you wish to use our preferred contractors? Yes No

Name
Address
Post Code Email
Business / Home Tel Mob Tel

22 Electrician (preferred contractors) Do you wish to use our preferred contractors? Yes No

Name
Address
Post Code Email
Business / Home Tel Mob Tel

23 Emergency Contact (Relative or Friend who agrees to being contacted in an emergency & can act on your behalf)

Mr Mrs Miss Other
First Name Last Name
Address
Post Code Email
Home Tel Mob Tel

24 Keys, please provide 3 sets of keys if selecting the fully managed service. Sets

25 Inventory & Schedule of Conditions

I instruct Secret Getaways in Norfolk to supply on my behalf a inventory & schedule of conditions of the holiday home at a cost of £150.

Please confirm we can arrange this Yes No

26 Other Services

If you would like a quote for any of the following services please indicate below.

Lawn and hedge cutting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Window and Gutter Cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Decorating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Carpet cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
General House cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

27 Additional Notes



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28 Appointment of Holiday Letting Agent / Owners Declaration (Please delete as applicable)

- a** **I/we** confirm that **I/we** have read this advice notice and further declare that **I am/ We are** the **owner/s** of the above mentioned property and have **sole/joint** authority to let the property.
- b** To **my/our** knowledge there is no reason why **I/we** should not proceed with the letting of this property.
- c** **I/we** further declare that **I/we** have gained consent from **my/our** mortgage company if required to let the property and have advised **my/our** insurance company if required.
- d** **I/we** hereby appoint Secret Getaways in Norfolk Ltd as **my/our** agent to provide the services selected above in relation to the Letting and Management of the above property being conducted according to Terms of Business.
- e** **I/we** understand that it is a criminal offence to attempt to let a property that does not belong to **me/us** without a legally sworn Power of Attorney.
- f** **I/we** agree to indemnify Secret Getaways in Norfolk Ltd (as agent) against any cost, expenses or liabilities incurred or imposed on Secret Getaways in Norfolk Ltd provided they were incurred on **my/our** behalf (as the Owner) in pursuit of their normal duties.
- g** **I/we** declare that for the duration of the letting of **my/our** property **I/we** shall be (please tick)
Resident in the UK for tax purposes Non-resident in the UK for tax purposes
- h** **I/we** further declare that should **my/our** status change during the tenancy **I/we** will immediately notify Secret Getaways in Norfolk Ltd of the change.

29 Signature Owner 1 Date

Print Name

Signature Owner 2 Date

Print Name

30 Agents Signature Date

Print Name