

Landlord name:			
Landlord contact details including email address:			
Property to be advertised details		Date property became/will be vacant	
Property address:			
No of single bedrooms:		No of double bedrooms:	
Property type e.g. house, flat ect:		Minimum age of tenant:	
If property is a flat, which floor? Lift served? Yes / No		Rent amount:	
Bond / Deposit amount:		Rent schedule e.g.. monthly, 4 weekly	
Council Tax band:		EPC rating? Available: Yes / No	
Gas certificate required? Y /N Provided? Y / N		Garden: front / rear / both	
Garden: Yes / No		Yard: front / rear	
Yard: Yes / No		Heating type Combi, Gas, Elec'	
Garden / Yard: shared or Communal?			
Bathroom location(s)			
Bathroom type e.g. separate WC/shower / shower over bath			
Parking e.g on street / off street / garage ect		Wheelchair accessible?	Yes / No
Type of pets permitted: E.g. all types			
Marketing information:			
Rooms e.g. bedrooms, lounge, dining room, separate kitchen, utility room			
Room dimensions (where available)			
Property features e.g. newly fitted kitchen / bathroom, double glazed, type of flooring, white goods packages, furnishings			
Local amenities e.g. near shops, bus route, park, school ect			
<i>Prospective tenants respond well when photographs are available. If you would like to include photographs please send as separate electronic files via email.</i>			
For Office Use Only:			
HIU:	CBL ref:	Listing date:	

Landlords:

To advertise your properties through the Compass Scheme you need to be a member of the Council's Landlords Accreditation Scheme (LAS). If your LAS application is being processed we may consider advertising your property.

To apply to join the LAS please contact Paul Rodgers, tel; 01642 528533 or by email; paul.rodgers@stockton.gov.uk

We will endeavour to provide you with a list of potential tenants. We will do our best to only refer suitable tenants and any issues which we know of and we feel may affect their tenancy and or require additional support will be discussed with you.

The landlord or agent remains in control of the decision of whom to select, if any, from the referrals received. We strongly encourage landlords to utilize the Council's free tenant referencing service through the Landlord Liaison Scheme – tel; 01642 527620.

Landlords utilising the Compass Scheme agree to abide by all statutory requirements and to seek advice from the Council's Private Sector Housing Division / Housing Options Department at the earliest sign of any issues which may lead you to consider seeking possession.

Please confirm that you have registered with Stockton Landlord Accreditation Scheme: Yes / No

Name
Sign
Date

Email, fax or post this form to:

Stockton Borough Council
Housing Options Department
16 Church Road,
Stockton-on-Tees
TS18 1TX
Tel: 01642 527797
Fax: 01642 526541
Email: Chris.edmond@stockton.gov.uk / heather.woodward@stockton.gov.uk
If you require assistance in completing this form, please contact Chris Edmond / Heather Woodward via email or telephone with any queries.