

RESIDENTIAL POSSESSIONS - CLIENT QUESTIONNAIRE

Please complete all parts of this questionnaire to enable us to assist you in recovering possession of your property from your tenant

Are you an existing client of hlw Keeble Hawson LLP?

Yes No

CLIENT IDENTIFICATION MONEY LAUNDERING REQUIREMENTS

We must verify your identification before you become a client of the firm. Please supply one piece of photographic identification, such as a passport or driving licence and one recent utility bill (issued within the last three months). We will also carry out an electronic database search to verify your identification and residence, a charge of £10 plus VAT will be made for each search.

If there are joint landlords, identity checks must be done for each landlord. If the landlord is a company identity checks will apply to two directors and/or shareholders, as well as the company for which a company search will be carried out at the cost of £15 plus VAT.

CLIENT'S DETAILS

Name:	
Address:	
Address 2:	(If you have not lived at the above address for more than 3 years)
Telephone Home:	
Mobile:	
Fax:	
Email:	
Website:	

LANDLORD'S DETAILS (if different from the client's details provided above)

Name:	
Address:	
Address 2:	(If you have not lived at the above address for more than 3 years)
Telephone Home:	
Mobile:	
Fax:	
Email:	
Website:	

TENANT'S DETAILS

Name:	
Property Address:	
Date of Birth:	
Telephone Home:	
Mobile:	
Email:	
If there is no written tenancy agreement please provide details of what has been agreed:	

TENANCY AGREEMENT

Is a copy attached? Yes No

Was a deposit taken? Yes No

If yes, when:	
Which tenancy deposit scheme is it held in?	
What is the tenancy deposit scheme reference number?	
Has the prescribed information been given to the tenant?	

RENTAL ARREARS

Are there any rent arrears? Yes No

If yes, please attach a schedule of the arrears.

Does your tenant receive Housing Benefit for this property? If so, please confirm how much and when.	
Is Housing Benefit still being paid to you? If not when did it stop?	

OTHER BREACHES OF THE TENANCY AGREEMENT

Please provide details:

Have any notices seeking possession been served on the tenant already? Yes No

If yes, please provide a copy.

Have you written to the tenant to demand rent/rectification of the breach? Yes No

If yes, please provide a copy.

Do you wish to seek a County Court Judgment (CCJ) for the rent arrears in addition to an Order for Possession or just an Order for Possession (a CCJ for the rent arrears could be sought at a later date, if necessary)?

Order for Possession Only

Order for Possession and CCJ

We/I agree to the charges set out in the fixed fee price list and would like hlw Keeble Hawson to advise me on the next steps that we/I need to take to recover possession of our/my property and enclose a cheque in the sum of £

Signed

Signed.....

Printed

Printed.....

Position

Position

(if signing on behalf of a company)

Date

Date

Please ensure each Landlord has signed this agreement (or in the case of a Company, a director).

I have attached copies of:

Identification Documents

Tenancy Agreement

Correspondence with tenant

Schedule of Arrears and interest due

Notices already served

Please return this Questionnaire and documentation to:

resposs@hlwkeeblehawson.co.uk or

Stacey Evans, hlw Keeble Hawson, Protection House, 16-17 East Parade, Leeds LS1 2BR