



Letting of Property vested in the Representative Church Body Questionnaire

P4

Every residential or business letting agreement contains a number of standard clauses. In addition to these standard clauses, each letting agreement must be adapted to the particular circumstances and premises.

Parishes which routinely let property may be familiar with the standard terms included in such letting agreements. However, it is essential that the parish provides the extra information specific to each letting so the agreements can be tailored as necessary. Please answer the following as accurately as possible.

Premises details

1. Full postal address of premises to be let (including postcode):

2. Details of any land or garden to be leased with the premises, including approximate size of premises:

Tenant details

3. Full name and address (including postcode) of tenant(s) and/or business:

4. Please provide:

a) tenant's PPSN (ROI) or NIN (UK):

b) tenant's contact telephone number:

Tenancy dates

5. Commencement date of the tenancy?

Term of the tenancy (e.g. one year)?

Rent details

6. What is the amount of rent to be paid (EUR/GBP)?

How often is rent to be paid (e.g. monthly)?

On which day of the month will rent be paid?

7. By what method is the rent is to be paid (e.g. standing order, or cash)?

If paid into a bank account, please state details below:

Account name:

Bank name and branch:

Bank address:

IBAN:

BIC Code:

If paid by cash, please state arrangements for cash collection/delivery:

9. Is a security deposit requested? (recommended)

Yes: No:

If yes, please state amount (£/€):

10. State the use to which the Tenant is going to put the property (e.g. residential or business letting):

11. If property is furnished, please list furniture and fittings contained in the premises, and state estimated total value of contents: (Please continue on a separate sheet if necessary)

12. State the part(s) of the premises which the Tenant is obliged to maintain:

13. State the part(s) of the premises which the Landlord is obliged to maintain:

14. If rates are attached to the property, who will pay these?

15. Who will be responsible for insuring the property?

16. Will there be a telephone in the property?

Yes: No:

If yes, telephone number:

17. Will there be a burglar alarm on the property?

Yes: No:

18. Are any special conditions which the select vestry or diocesan authorities require to be inserted into this agreement which are particular to this agreement?

Yes: No:

If yes, please describe the special conditions: (continue on a separate sheet if necessary)

19. Is a guarantor to the tenant required?

Yes: No:

If yes, please state:

- Guarantor name:

- Guarantor contact details (address, telephone number and email):

20. If this is a residential letting in the Republic of Ireland, please state:

a) whether the building is:

detached

semi-detached

apartment

other

If other, please state:

b) number of bedrooms:

c) approx. internal floor area of building (sq. metres):

21. Is the parish considering selling this property in the near future?

Yes: No: Unsure:

22. Has the Parish obtained a Building Energy Rating Certificate (ROI) or, Energy Performance Certificate (NI) for the property? Yes: No:

This certificate is required by law and must be renewed every 10 years.

Please state the date the certificate was received:

Please state what rating was given:

If anything changes after you fill in this questionnaire but before the letting agreement is completed, please tell us immediately. This is as important as giving the right answers in the first place.

Details of person completing questionnaire on behalf of the parish

Name:

Telephone:

Email:

I confirm that the information provided in this application is true and accurate to the best of my knowledge and belief:

Date:

RETURN COMPLETED FORM AND SUPPORTING DOCUMENTS TO: property@rcbdub.org or Property Department, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.