

Non-Resident Landlords New Client Questionnaire

Section 1: Personal Details

1	Title	Mr / Mrs / Miss / Ms / Dr / Other (select as appropriate)
2	First Name(s)	
3	Surname	
4	Date of Birth	
5	Country of Residence	
6	Nationality	
7	Correspondence Address	
8	Telephone Number	
9	Email Address	
10	Have you ever lived in the UK?	Yes / No (select as appropriate)

	Internal Use Only
Meeting Taken By	
Meeting Date	

Please only provide the following details if they have been issued already by HMRC

11	National Insurance (NI) Number	
12	Unique Tax Reference (UTR)	
13	Non Resident Landlord (NRL) Number	
14	Valued Added Tax (VAT) Number	

Section 2: Property Information

Please use the supplementary sheet for additional properties

15	Number of UK properties owned	
16	UK Property Address	
17	Number of owners	
18	Date of purchase or estimated date of completion	
19	Property Type	Residential / Commercial / Student / Care Home / Other (select as appropriate)
20	Do you have a mortgage	Yes / No (select as appropriate)

21	Purchase Price in £	
22	UK Letting Agent Name & Address	
23	Date (or expected date) of 1 st rental income	

Section 3: UK Income

Yes / No

If yes, please provide further details

24	UK employment		
25	UK Bank Interest		
26	Other		

Section 4: Service Requirements

Select all that apply

- A. Self Assessment Tax Return (buy-to-let properties)
- B. CGT Return (property sale)
- C. VAT Return (commercial properties)
- D. Self Assessment Registration (one off)
- E. VAT Registration (one off)
- F. Tax Planning
- G. Service Process Agent

Section 5: Documents

A: These documents are required in order for us to commence acting on your behalf

		Tick if provided
Proof of identification	Passport / valid UK Visa / Identification Card (authenticated by a professional person if it is not possible for an original copy to be provided in person)	
Proof of address	Bank statement / credit card statement / utility bill dated in the last 3 months (authenticated by a professional person if it is not possible for an original copy to be provided in person)	

B: These documents may be forwarded later if you do not have them to hand

Supporting Documents	Copy of property completion statement	
	Copy of most recent mortgage statement	
	Any correspondence from HMRC	
	Any correspondence relating to UK income	

Please sign and date below to confirm that the information provided on this questionnaire is correct and complete to the best of your knowledge and belief.

Signed _____

Date _____