



Customer name: [Insert company name]

Case reference: [Insert Caseflow reference]

Please send us the information and documents listed below.

Information and documents we need

In this context 'document' means anything used to record any type of information. This includes any records held on computer, magnetic tape, optical disk (CD-ROM/DVD), hard disk, memory stick, flash drive, floppy disk or other recording media.

Documents

1. A copy of the company's latest tenancy agreement and, if this was not in force between 6 April 2019 and 5 April 2020, the tenancy agreement(s) in force during that period.
2. Copies of all board minutes since 6 months before the company last accepted a new tenant. If a different tenant occupied the dwelling between 6 April 2019 and 5 April 2020, please also provide all board minutes since 6 months before the company accepted that tenant.
3. All the company's bank statements for the period 6 April 2019 to 5 April 2020.
4. Copies of all company accounts for any accounting periods starting or finishing between 6 April 2019 and 5 April 2020.
5. The company's annual return submitted to the company register in the company's jurisdiction between 6 April 2019 and 5 April 2020.
6. A list of expenses between 6 April 2019 and 5 April 2020, showing the amount, date received and the name of the payee/creditor. Please tell us if payments were made during that period or if the expense remained as a credit at 5 April 2020.
7. Copies of all mortgage or loan agreements, whether secured or unsecured, taken as an interest expense during the period 6 April 2019 to 5 April 2020.
8. Copies of any valuation reports in respect of the dwelling (if held).
9. Either:
 - i. copies of all correspondence with estate agents about the last time the company searched for a tenant before the current tenant moved in
 - ii. all correspondence with estate agents about the time the company searched for a tenant which resulted in the tenant in occupation during that time taking occupation, if the current tenant was not in occupation between 6 April 2019 and 5 April 2020.
10. Either:
 - i. copies of all adverts the company placed the last time it searched for a tenant before the present tenant moved in
 - ii. if the present tenant was not in occupation between 6 April 2019 and 5 April 2020, all adverts placed in respect of the last time the company searched for a tenant which resulted in the tenant in occupation during that time taking occupation.

Where the adverts are available online, internet links will suffice.

Information

11. A list of rental payments received between 6 April 2019 and 5 April 2020, showing the amount, date received and the name of the payer/debtor. Please tell us if payments were received during that period, or if the income remained as a debt at 5 April 2020.
12. Tell us if a 'non-qualifying individual' has been allowed to occupy the dwelling at any time since the property has been rented. A non-qualifying individual can be one of the following:

- i. someone who is entitled to an interest
- ii. someone (a 'connected person') who is connected with a person entitled to an interest
- iii. someone (a 'relevant settlor') who is the settlor in relation to a settlement of which a trustee is connected with a person who is entitled to the interest
- iv. the spouse of a connected person or of a relevant settlor
- v. a relative of a connected person or of a relevant settlor, or the spouse or civil partner of a relative of a connected person or of a relevant settlor
- vi. a relative of the spouse or civil partner of a connected person or of a relevant settlor
- vii. a spouse or civil partner of a person falling within vi. above.

A relative means brother, sister, ancestor or lineal descendant and, 'connected' is given meaning by s1122 CTA 2010 as if sub-section (7) and (8) of that section were omitted.

13. Please state whether a 'non-qualifying individual' has been permitted to occupy the dwelling at any time since the property has been rented. A non-qualifying individual is one of the following/meets the following criteria:

- i. an individual who is entitled to an interest
- ii. an individual ("a connected person") who is connected with a person entitled to an interest
- iii. an individual ("a relevant settlor") who is the settlor in relation to a settlement of which a trustee is connected with a person who is entitled to the interest
- iv. the spouse of a connected person or of a relevant settlor
- v. a relative of a connected person or of a relevant settlor, or the spouse or civil partner of a relative of a connected person or of a relevant settlor
- vi. a relative of the spouse or civil partner of a connected person or of a relevant settlor
- vii. a spouse or civil partner of a person falling within vi. above.

A relative means brother, sister, ancestor or lineal descendant and, 'connected' is given meaning by s 1122 CTA 2010 as if sub-s (7) and (8) of that section were omitted.

14. Dates during which the property was vacant in the last 6 years.