



Annual Information Return. Cottage Name:

Ref:

Year: This annual return serves 3 purposes. It confirms or alters the information required for your Brochure/Website entry; it provides supplementary detail to answer frequently asked questions from clients; it provides office and housekeeper with your approved repair contacts.

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|------------------------------------|-----------------------------------|
| Name and Address of Property Owner | Tel: Fax: Email: Mobile: |
|------------------------------------|-----------------------------------|

| | |
|---------------------------------|-----------------------------------|
| Name and Address of Housekeeper | Tel: Fax: Email: Mobile: |
|---------------------------------|-----------------------------------|

| Urgent Repair Problems | Name | Tel No. |
|------------------------|------|---------|
| Washing Machine etc: | | |
| Electrician: | | |
| Plumber: | | |
| Television: | | |
| Boiler: | | |
| Gardener: | | |

BEDDING: Which of the duvets and pillows are feather filled? _____

COOKER TYPE: Gas Electric Other. Please specify: _____

IMPORTANT POINTS TO NOTE

Please ensure that boilers are serviced regularly. We are required to see your 'Landlords Safety Certificate' for gas boilers and gas fires. Please enclose a photocopy when you send this Return.

Working smoke alarms (batteries checked 6 monthly) fire blanket and fire extinguisher (in kitchen) must be provided; more extinguishers recommended in remote properties. Chimneys must be swept annually.

A set of up-to-date keys must be supplied to D.C.C. office for use in emergencies.

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| <p>Availability: <input type="checkbox"/> All Year. <input type="checkbox"/> Other: From- _____ To- _____</p> <p>Send a list of Owner Bookings by 30th of September. For subsequent Owner Bookings see Owners Manual.</p> |
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ESSENTIAL HOUSE FITTINGS

The items of equipment listed below should be in every cottage with the exception of separate freezer in small cottages. Absence is noted in the cottage description and clients infer a lower general standard for the property. A telephone is essential unless you live next door and are generally on hand for emergencies.

Please tick items available in your cottage.

- Washing Machine Microwave Separate Freezer (Do not include an ice-box within the fridge)
- Outdoor Furniture TV DVD Radio Enclosed Garden - (Part or Whole Child and Dog proof)
- Call barred phone Payphone

ADDITIONAL HOUSE FITTINGS

The following items will be noted in the individual house description. Please tick any featured in your house:

- Hi-Fi with CD VCR Dishwasher Drier BBQ - Charcoal BBQ Gas BBQ
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Please give details of any other changes to be noted in the Brochure and Website.

OPTIONS

Lets to run: Friday to Friday Saturday to Saturday

When choosing from the following options please bear in mind that option A in all cases will make your property easier to let. A row of 'C's will reduce your occupancy by up to half.

Please tick as appropriate:

SHORT BREAKS: We like to offer these year round at two thirds of the full week's rent for 3 nights.

From Oct-May (except Xmas, New Year & Easter): bookable any time of the year.

From June-Sept: only bookable within a short period of the dates required.

Mid week breaks: '4 nights for the price of 3' (Mon-Fri).

- A. Short Breaks (min. 3 days)
Available as above B. Nov-March only
excl.Christmas/New Year/Easter C. Weekly lets only
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PETS:

- A. Two dogs. £30 per week B. One dog. £15 per week C. No p
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SMOKING:

(Not permitted in bedrooms of any cottage)

- A. Smoking permitted B. Restricted (advise permitted rooms) C. No Smoking
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CHILDREN:

- A. Children welcome, cot and
high chair provided B. Over fives only C. Over twelves only
- Conventional Cot Travel Cot Size:
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