

Francis Louis¹
Landlord Onboarding Form

Your Information

Full name	
Mobile number	
Email address	
Current address • period resident (y/m)	
Date of birth	
Nationality	
UK landlords only	
Passport MRZ <i>the machine readable zone (MRZ) is the section at the bottom of the photo page with two lines of text</i>	
Driving Licence number <i>if you have one</i>	
National Insurance number	
International landlords only	
Passport / national identity document number	

¹ Francis Louis is a trading name of Francis Louis (Exeter) Limited: a company incorporated in England with company number 11369632 and registered at 70 South Street, Exeter EX1 1EG

Company Information <i>complete this section if any property that is or will be subject to our business relationship is or will be owned by a company</i>	
Country of incorporation	
Company name	
Company number	
Company registered address	
Each beneficial owner / person with significant control (PSC)	
<i>If an individual</i> <ul style="list-style-type: none"> • Full name • Mobile number • Email address • Current address • Date of birth • Nationality 	
<i>If a company</i> <ul style="list-style-type: none"> • Country of incorporation • Company name • Company number • Company registered address 	

Property Information²

please include information about each property that is (or is to be) be subject to our business relationship

Type of property

• Property 1	
• Property 2	
• Property 3	

Address of property

• Property 1	
• Property 2	
• Property 3	

Owner of property

• Property 1	
• Property 2	
• Property 3	

Current and valid HMO licence

if applicable

• Property 1	
• Property 2	
• Property 3	

² Please include an extra page / extra pages if there are more than 3 properties

<u>Business Information</u>	
<p>Please provide a description of your property business – so that we can understand if it is</p> <ul style="list-style-type: none"> • part of a savings and investment plan • more than that • professional landlord business • professional investor business • developer business <p>or any combination of the above</p>	
<p>Please describe how you have funded or plan to fund your property business – so that we can understand if you have used or plan to use</p> <ul style="list-style-type: none"> • mortgage financing or other secured or unsecured third-party funding • savings, shares, pension funds or other investments • the proceeds of the sale of a property, a business or any other type of asset • an inheritance • a gift received from another person • any other type of funding <p>or any combination of the above</p>	
<p>Will any payments that need to be made by you in relation any subject property or in the context of our business relationship come from a person other than you, your company (if applicable) or your mortgagee / other third-party funder (if applicable)?</p>	
<p>Will any payments that need to be made by you, your company (if applicable) or your mortgagee / other third-party funder (if applicable) in relation any subject property or in the context of our business relationship</p>	

come from outside the UK?	
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<p><u>Purpose</u></p>
<p>Francis Louis needs to receive the information contained in this Onboarding Form (except in the Property Information section) so as to enable us:</p> <ul style="list-style-type: none"> to complete all required identity verification, customer due diligence and related checks in relation to yourself, your company (if applicable) and any applicable beneficial owner or PSC (the Required Checks) to comply with the laws, rules and regulations in the UK that apply in the context of anti-money laundering and counter-terrorism financing and in the context of our obligations under UK financial sanctions regulations, and to mitigate and effectively manage the related risks
<p>All Required Checks must be completed satisfactorily before any business relationship can be entered into between us (or, if applicable, as a condition to our continuing business relationship)</p>
<p>All Required Checks may be carried out via third-party service providers</p>
<p>You will (and any applicable beneficial owner or PSC might) separately receive a link / other communication from our primary third-party service provider (being currently SmartSearch) in order to carry out the Required Checks</p>
<p>The charges that apply in relation to the Required Checks are set out in the Annex and will apply until 30 April 2026</p> <p>The applicable charges:</p> <ul style="list-style-type: none"> will be deducted from rental payments that we make to you, in the same way as our lettings / management fee and any other charges incurred from time to time if no business relationship is entered into between us or if there are no rental payments from which to deduct the applicable charges, must be paid by you to us

<p>I confirm that the information provided by me in this Onboarding Form is true and correct</p> <p>I acknowledge and agree to the contents of this Onboarding Form</p>	
Sign here	
Name	
Date	

The Annex**Customer Due Diligence Checks
Landord Charges Matrix³**

<u>Landlord Onboard or Refresh</u>	Cost
UK individual	£25
UK company	£25
UK company beneficial owner / PSC	£25 per entity
International individual	£25
International company	£25
International company beneficial owner / PSC	£25 per entity

<u>Student Tenancy</u>	Cost
UK student	£12.50
UK student guarantor	£25
International student	£25
International student UK guarantor	£25

<u>Residential Tenancy</u>	Cost
UK tenant	£25
UK tenant guarantor	£25
International tenant	£25
International tenant UK guarantor	£25

³ All charges are per individual / entity and are exclusive of VAT

<u>Sale or Purchase Counterparty</u>	Cost
UK individual	£12.50
UK company	£12.50
UK company beneficial owner / PSC	£12.50 per entity
International individual	£12.50
International company	£12.50
International company beneficial owner / PSC	£12.50 per entity