

INFORMATION FOR LANDLORDS

Home & Abroad Rentals Ltd are members of **The Association of Residential Lettings Agents (ARLA)**, **The Dispute Service Limited (TDS)**, a government approved tenancy deposit scheme, **The Property Ombudsman Service** and are part of the National Federation of Property Professionals **Client Money Protection Scheme**.

We are pleased to offer residential property letting services designed to meet your individual requirements. Our set up cost for each new tenancy is **£210 incl VAT**.

Our services described below are a guide only. We are happy to discuss your individual needs and our additional fees in greater detail upon request.

Full Property Management Service

Our most comprehensive service taking care of all financial and day to day property management issues for you. We will:

- Provide professional advice and a property rental valuation
- Organise and ensure that all legislative requirements are met before letting your property
- Online marketing and direct marketing to our extensive list of applicants
- Accompanied viewings
- Full referencing and credit checks of all potential occupants over the age of 18
- Preparation of the Assured Shorthold Tenancy Agreement
- Register the security deposit with TDS
- Obtain a bank standing order mandate for future rent payments
- Transfer the council tax and utility accounts into the new tenants names
- Collect the monthly rent on your behalf
- Issue of a monthly statement detailing the rent collected, fees charged and contractors invoices settled on your behalf
- Credit the balance direct to your bank account
- Follow and, if necessary, issue formal reminders for any late rent payments
- Deal with all property repairs and maintenance requirements as reported by the tenants
- Undertake Property inspections and provide you with a written report every 4 months
- Oversee tenancy renewals or manage the end of tenancy process including submission of any evidence to the TDS should a deposit dispute arise

Rent Collection Service

You elect to deal with all property management issues yourself but we will:

- Provide professional advice and a property rental valuation
- Online marketing and direct marketing to our extensive list of applicants
- Accompanied viewings
- Full referencing and credit checks of all potential occupants over the age of 18
- Preparation of the Assured Shorthold Tenancy Agreement
- Register the security deposit with TDS
- Obtain a bank standing order mandate for future rent payments
- Transfer the council tax account into the new tenants names
- Collect the monthly rent on your behalf
- Issue a monthly statement detailing the rent collected less our fees charged
- Credit the balance direct to your bank account
- Follow and, if necessary, issue formal reminders for any late rent payments
- Support you in the tenancy renewal or end of tenancy process

Let Only (Tenant Finder)

You elect to deal with all property management and financial issues yourself but we will:

- Provide professional advice and a property rental valuation
- Online marketing and direct marketing to our extensive list of applicant
- Accompanied viewings
- Full referencing and credit checks of all potential occupants over the age of 18
- Preparation of the Assured Shorthold Tenancy Agreement
- Obtain a bank standing order mandate for future rent payments direct to your account
- Collect the first month's rent on your behalf
- Register the security deposit with TDS
- Transfer the council tax account into the new tenants names

LEGAL REQUIREMENTS

As a Landlord it is your responsibility to ensure your rental property is safe and that your tenants are properly protected at all times. Both Landlord and Tenant are legally bound by the terms and conditions contained within the Tenancy Agreement. As a Licensed ARLA Agent we seek to ensure that both parties uphold their legal obligations.

We cannot proceed with letting your property without the following information:

- **Proof of Ownership**

A copy of the Property Title Register is required to satisfy Home & Abroad Rentals and your tenant that you are legally entitled to grant a tenancy of the property.

If not available we can obtain this from HM Land Registry at a cost of **£15.00 incl VAT**.

- **Consent to Lease from your Mortgage Provider**

If you let the property without consent from your mortgage provider you will be in breach of your mortgage agreement and the AST.

- **Head Lease / Superior Landlord**

If your property is a Leasehold flat or maisonette we require a copy of the Head Lease for inclusion within the AST. You may also be required to provide written confirmation of the Superior Landlord's consent to sub-let.

- **Insurance**

The Landlord must hold adequate buildings insurance and for their own contents, if applicable.

- **Energy Performance of Buildings (Certificates and Inspections (England and Wales) Order 2007 ("EPC"))**

Every property must have an up-to-date EPC that is available to any prospective Tenant.

From 2018 it will be illegal to rent properties with a Rating of F or G.

If not already available we can obtain an EPC for **£106.80 incl VAT** which also includes a floor plan of the property.

- **Gas Safety (Installations and Use) Regulations 1998**

It is a legal requirement that you have an inspection undertaken by a Gas Safe Registered Engineer of the gas supply and all gas appliances at the commencement of every Tenancy and thereafter at intervals of not more than 12 months, whichever is sooner. A Landlord's Gas Safety Certificate must be issued, a copy kept in the property and given to the Tenant at the commencement of the Tenancy.

If not already held we can obtain a Certificate for between **£72.00 - £120 incl VAT** depending upon how many appliances must be inspected.

- **Smoke and Carbon Monoxide Alarm Regulations 2015**

From 1 October 2015 all landlords must ensure that a smoke alarm is fitted on every floor of their property where there is a room used wholly or partly as living accommodation. If built after 1992 your property must have mains operated interlinking smoke alarms fitted on every floor.

A Landlord could be held liable should a fire cause injury where no smoke detectors are fitted.

A carbon monoxide alarm should also be fitted in any room where solid fuel is burnt, such as wood and coal, this includes open fires and woodburning stoves. It does not yet include gas but it is considered best practice, and almost certain to become a legal requirement, to include all rooms with gas appliances.

- **Electrical Equipment (Safety) Regulations 1994**

The Landlord's Common Law duty of care, the Landlord & Tenant Act 1985 (and other statutory regulations) require that all electrical equipment provided by the Landlord is safe at the start of every tenancy and maintained in a safe condition throughout the tenancy. The regulations cover both fixed appliances such as cookers etc. and portable appliances. You are responsible for ensuring that a tenant is provided with instruction books for all electrical appliances in the property. It is our recommendation that all electrical equipment is inspected and tested by a qualified electrical engineer.

If not already held we can instruct a suitable electrician to undertake an Electrical Safety Check – the cost will vary, approximately **£210.00 incl VAT** depending upon the size of the property.

- **Fire and Furnishings (Fire)(Safety) Regulations 1988 and Fire and Furnishings (Fire)(Safety)(Amendment) Regulations 1993**

All furniture and furnishings must be fire safety compliant. If there is not a fire safety label affixed to all furnishings confirming they are fire resistant we recommend they be removed from the property before letting.

RECOMMENDATIONS

It is our policy that we will not let a property unless the legal requirements above and recommendations below are adhered to.

- **Professional inventory, check in and check out**

We strongly recommend the Landlord have a professional inventory drawn up by an independent inventory agent. This provides a clear record of the property's condition and is the best way to prevent deposit based disputes from occurring.

The costs are dependent upon the size of your property.

- **Professional cleaning**

Again we strongly recommend having your property professionally cleaned for the commencement of a Tenancy. Professional cleaning is the delivery of the entire cleaning process in a safe, efficient, effective and expert manner, from start to finish. It sets a precedent for your Tenants and provided standards are maintained continues throughout future tenancies.

Our approved cleaners will be pleased to quote accordingly.

All costs quoted correct as at July 2016

Information for LandlordsJuly2016.docx