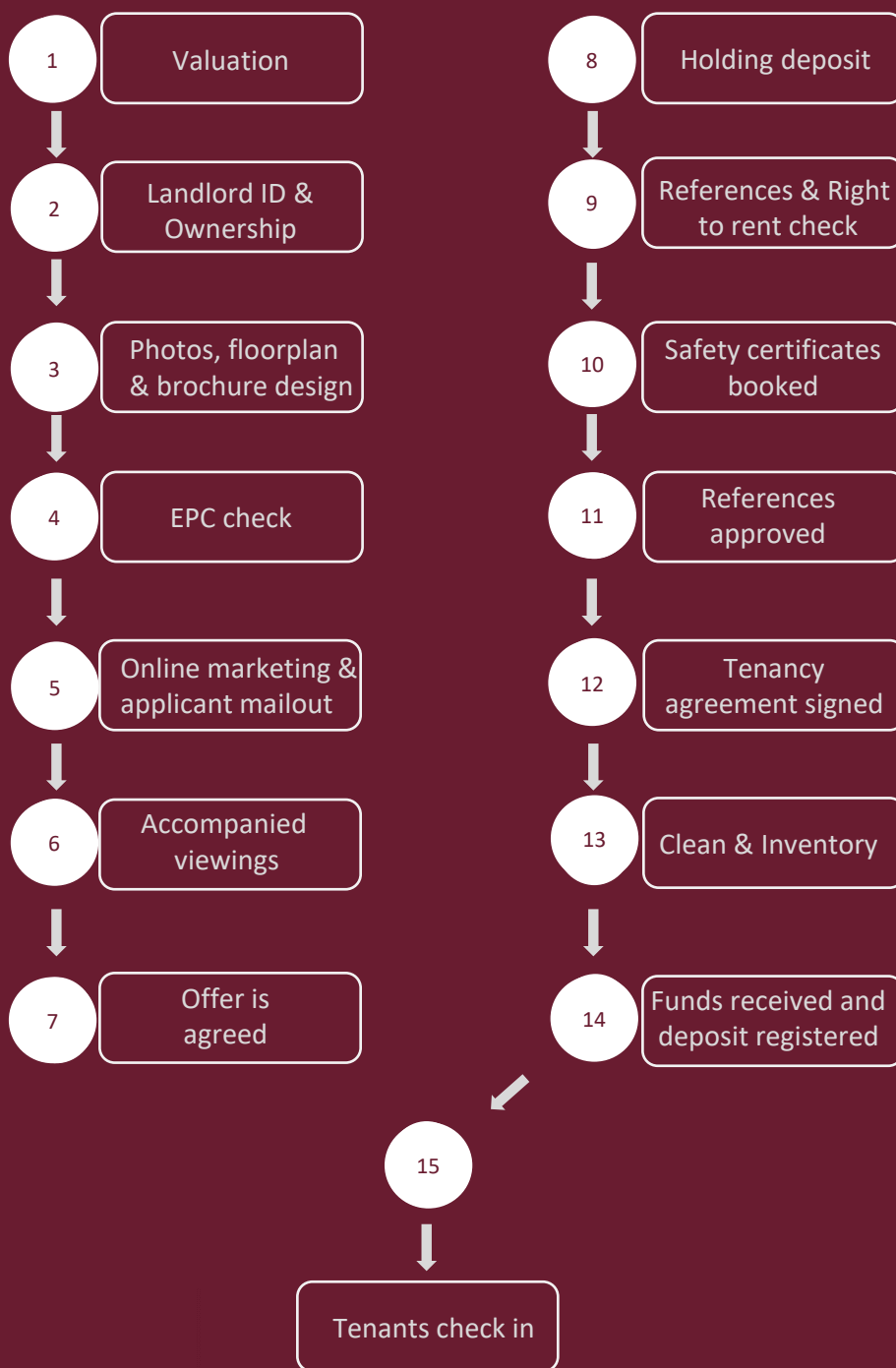


Landlords guide to letting

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The move in process



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The following points must be addressed prior to a tenancy starting. Albury and Hall can arrange these:

Gas safety certificate

Landlords are legally responsible for the safety of tenants in rented property in relation to gas safety. We need to ensure the:

- Pipework, flues & gas appliances are maintained in safe condition
- Annual gas check on each appliance
- Supply gas check to the tenants upon move in and every year thereafter.

This must be completed by a gas safe engineer.

Electrical condition report

For all tenancies starting after 1st July 2020, all electrical installations must be tested and a satisfactory electrical installation condition report (EICR) must be provided to the tenant prior to the move in.

In addition to this, it is recommended that a portable appliance test (PAT) is carried out regularly.



Energy performance certificate (EPC)

All privately rented properties, whether it be a new tenancy or a renewed tenancy must have an EPC with a minimum E rating.

Furniture & Furnishings

Furniture in rented properties must comply with safety regulations. All soft furnishings, including sofa's, beds, mattresses, pillows, cushions, headboards, loose covers etc must have a safety label if purchased after March 1990.

Smoke & Carbon monoxide alarms

The smoke & carbon monoxide alarm regulations 2015 require rental properties to have working smoke detectors fitted on each floor of living accommodation. Additionally, carbon monoxide alarms must be fitted in each room with a solid fuel burning appliance, at a minimum. It is also recommended for a carbon monoxide alarm to be fitted by the boiler.



Legionella risk assessment

Landlords are legally required to ensure your tenants risk of exposure to legionella is properly assessed and controlled. Therefore, it is recommended to have a legionella risk assessment completed.

Houses of Multiple Occupation (HMO)

The housing act 2004 states that a property that is let to three or more people from different households who share a kitchen and / or bathroom is an HMO. The local authority may implement strict licencing which should be complied too.

Right to rent

All private landlords in England are required to check that any potential tenants have the right to remain in the UK. This is part of our pre tenancy procedure.

Other thoughts -

Insurance:

For a landlord, many insurance types are available. At a minimum it is recommended to insure the building and your contents too. You also have the option of rent guarantee & legal cover. Albury and Hall can guide you on this.

Appliances:

All appliances & machinery, including the boiler should be in good working order and left to the tenants in clean condition. Ideally, all of the instruction manuals should be left at the property and if you have subscribed to any maintenance cover, that we are made aware of this prior to the start of the tenancy.

Utilities & Council Tax:

In most cases, unless agreed otherwise, the tenant will be liable for gas, electricity, water, sewerage, TV licence, TV subscription, broadband and the council tax. The inventory would provide the meter readings for the tenant. If you decide to do your own inventory, make sure the meter readings are included. Landlords will remain liable for any ground rent & service charge.

Tax:

Landlords / company landlords must pay tax on the profit made from renting out their properties.

Landlords living overseas full time will need to apply to HMRC for an exemption certificate to receive the rent in full. Without this, letting agents are obliged to pay 20% tax on your behalf.

Property Ownership:

Before renting out a property, we must have ID for all listed owners. Therefore, we will ask for confirmation of ownership. If the property is owned by a company, we will use the company house registration and will ask the director to sign the tenancy agreement.

Marketing -



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Photography:

We will arrange an appointment for us to visit the property to ensure that we capture plenty of photos which will then be edited prior to marketing.

Floorplan:

A floor plan will be drawn up to give potential tenants a good idea of room sizes before they arrange to view the property.

Brochure:

Following this visit, we will write up a bespoke brochure for your property to give to clients in our office and for applicants on viewings.

To let board:

Providing there aren't any restrictions, we would ask to put up a 'to let' board as these are still a great way of gathering local interest.

Branch marketing:

We have a great network of offices across the coast. Each office will have access to the details of every property on the market.

Online portals:

Along with our website, your property will be marketed on both Rightmove & Zoopla, the two main property portals in our area.

Viewings:

All viewings will be accompanied. Sufficient notice can be given to landlords or tenants who may be living in the property and Albury and Hall can hold keys.

rightmove 

Zoopla

Next steps & move in -

The logo for Albury & Hall, featuring the company name in a white serif font on a dark red square background.

Offer process:

After the initial viewing stage, once an offer is made, we will be in touch to discuss. In many cases, when we receive multiple offers, it is important that the negotiation is handled fairly. We will negotiate on your behalf to agree the best possible terms with your new tenants.

References and other checks:

Once an offer is agreed and a holding deposit is received, the reference process will begin. This is done by a third party company called Vouch who will make the following checks: credit search, previous address history, business details, employment reference, landlord reference & affordability check. You will then approve the references at the time of signing the contract. Albury and Hall also request for the right to rent documentation prior to any tenancy starting.

Tenancy agreement:

Subject to satisfactory references, the tenancy agreement can be drawn up to include the terms agreed. For ease, this can be sent out online via DocuSign meaning we don't need to use masses of paper and it can be signed within minutes. Should you wish for a paper copy, you are more than welcome.

Inventory:

We strongly advise to have an inventory compiled. We use a third party company as this is the best way to provide fairness. This is an additional cost. In the event of any dilapidations at the end of the tenancy, the inventory provides fair evidence in case of a deposit dispute.

Deposit protection:

Landlords or agents who accept a deposit for a tenancy are legally required to register it with a government approved deposit protection company. We use the deposit protection service (DPS).

Check in:

Once the funds for the first payment of rent and deposit are cleared, and the tenancy agreement has been signed by all parties, we are able to release keys to the tenants.

Management -



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Managed by us:

During the tenancy, if the tenants have any concerns over even the smallest of matters, from neighbours to parking, or maintenance items (and everything in between), they would come directly to us for assistance.

Often, issues can be rectified without the need for a contractor visit however, we do have a great team of local contractors who can help with pretty much everything.

For necessary repairs, you will be notified from start to finish. Quotations can be organised and work can be instructed once agreed. It is important that this is done in a timely manner. The way we do this can be tailored to your preferences.

When it comes to the day to day running of a tenancy, it is great for the tenants to have a point of contact. For example, if a tenant gets locked out (it happens!) we are here to help.

Usually half way through the initial fixed term, we will conduct a property visit which is an opportunity to see how the property is being looked after but also, a chance for the tenants to let us know anything we may not have been told about. You will be copied in to the report.

Towards the end of the tenancy, we will be in touch with all parties to find out your best intentions going forward and will negotiate your preferred option on your behalf. Any renewals will then be signed for in the same way as the original agreement with the new terms reflected.

Managed by you:

You would be contacted directly by your tenants if they come across difficulty during their tenancy. Therefore it is important that you have your chosen contractors in place for day to day repairs but also emergencies. Larger issues need immediate attention.

It is recommended to log all maintenance repairs that are reported to you by the tenants and log the completion date. Landlords now have to provide a response to written requests within 14 days.

It is imperative that your safety certificates are up to date and provided to the tenants.

If at any point you feel that you require assistance you can upgrade to our fully managed service.

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