



Landlords Guide



FULL MANAGEMENT SERVICE

This service is designed to give all landlords – old or new, local or resident overseas – peace of mind. We have experienced staff who will look after your property ensuring everything is well maintained and cared for.

- Rental valuation to discuss your requirements, including:
- Rental advice and review of current market.
- Assessment of property and whether any maintenance and/or improvement work is required.
- Safety regulations.
- The process continues with marketing, including:
- Preparation of the Energy Performance Certificate (EPC).
- Listing on our own website and other such portals as Rightmove, Prime Location, Property Live and Globrix.
- Circulation of details to prospective tenants via mailing list. Weekly circulation to schools, colleges, corporate companies and hospitals.
- Periodic advertising within local property papers.
- Supply 'TO LET' board to property.
- Accompanied viewing with prospective tenants and regular contact with you to discuss progress and feedback.
- Following an application from a perspective tenant we will:
- Negotiate all details of the tenancy on your behalf.
- Implement full credit and referencing service.
- Draw up tenancy agreements in line with the current Housing Act.
- Collect one months rent in advance together with a dilapidations deposit to be allocated to our tenancy deposit scheme.
- Set up the tenants standing order rental payments.
- Arrange preparation of the inventory.
- Hand over keys to the tenant and any other information relevant to the property at the start of the tenancy.
- Notify utilities, electricity, gas, water and council tax in writing.

During the tenancy our management includes the following features:

- Monthly statement and remittance of rent to your nominated bank account after deduction of fees and maintenance invoices.
- Payment through rent account of invoices and regular outgoings (including block service charges, ground rent and gardener services etc).
- Carry out quarterly property inspections producing landlord reports.
- Arrange running repairs and maintenance.
- Final inspection at the tenancy termination with full negotiation of deposit return.
- Arrange and supervise between-tenancy maintenance, cleaning and final preparation for each new tenancy.
- Continual assessment of the condition of the property and ongoing advice regarding improvements to ensure the property remains competitive within the local marketplace.

TENANT FINDING ONLY SERVICE

Are you an experienced local Landlord who wants to utilize a dedicated lettings team with extensive marketing capabilities to find good tenants for you, but feel able to take on the responsibility for managing the property during the tenancy? If so, this service is for you:

- Rental valuation to discuss your requirements, including:
- Rental advice and review of current market.
- Assessment of property and whether any maintenance and/or improvement work is required.
- Safety regulations
- The process continues with marketing, including:
- Preparation of the Energy Performance Certificate (EPC)
- Listing on various websites including our own and other such portals as Rightmove, Prime Location, Property Live and Globrix.
- Circulation of details to prospective tenants via mailing list. Weekly circulation to schools, colleges, corporate companies and hospitals.
- Periodic advertising within local property papers.
- Supply 'TO LET' board to property.
- Accompanied viewing with prospective tenants and regular contact with you to discuss progress and feedback.
- Following an application from a prospective tenant we then:
- Negotiate all details of the tenancy on your behalf.
- Implement full credit and referencing service.
- Draw up tenancy agreements in line with the current Housing Act.
- Collect one month's rent in advance together with a dilapidation's deposit to be allocated in your chosen tenancy deposit scheme.
- Set up the tenants standing order rental payments.
- Arrange preparation of the inventory.
- Hand over keys to the tenant and any other information relevant to the property at the start of the tenancy.
- Notify utilities (electricity, gas, water) and council tax in writing.

OPTIONAL SERVICES

- Property maintenance repairs / refurbishment
- Landlords buildings and contents insurances
- Legal protection scheme
- Sale of property to tenants / investors
- Rental guarantee schemes
- Investment property acquisition

MARKETING

We will erect a 'To Let' flagboard and prepare information & photographs for our website. This information will be linked to several other national portals such as Rightmove, Prime Location, Property Live and Globrix. A full colour advert will be placed in the local paper on a periodic basis. Details of new properties are sent out to prospective tenants listed on our extensive database.

ENERGY PERFORMANCE CERTIFICATES (EPC's)

The Energy Performance Certificate (EPC) must be completed prior to marketing the property. This is a Government energy saving initiative introduced in 2008. Each property will be given a rating, which is registered on a government website and will remain valid for ten years. Further information is available from www.homeinformationpack.gov.uk. Grants are also available to provide further insulation & upgrade heating systems. A J Properties have a Energy Assessor (Qualified Home Inspector) available to complete this certification.

TENANTS

Finding the right tenant for the property is crucial.

We begin by establishing the type of tenant you wish for your property and any special conditions that you may wish to impose. When an application is received, full referencing is carried out and includes an employer reference (stating salary, position and length of employment), previous landlord reference (if applicable) and a full credit check. In some instances we may also require a guarantor who would also be fully referenced.

RENT

We will value a property based on current market rents achieved and take into consideration size of accommodation, location and presentation. We will advise a figure which should attract immediate interest and early occupation.

DEPOSITS

A deposit is held from all tenants equivalent to one calendar month's rent. Deposits are held as a safeguard against damages or unpaid rent. The deposit is refundable at the end of the tenancy only after the tenant has vacated the property and following a successful final inspection and account payment.

It has been a legal requirement from 2007 that all deposits are registered in a tenancy deposit protection scheme to protect tenants' deposits against unscrupulous landlords and agents. A J Properties are a member firm of The DPS - the Deposit Protection Scheme, this is the only Government-authorised custodial scheme.

Visit www.depositprotection.com for further information.

COMMENCEMENT OF TENANCY- SERVICES

The tenancy commences on the date shown on the lease. Prior to the tenant moving in, we will prepare an inventory of the contents of the property, and record the condition of the property and the contents. Meter readings will be taken. We will advise the gas, electricity, local council and water providers of the new tenant's details.

TENANCIES

All new tenancies commence as an Assured Shorthold Tenancy Agreement. It is recommended that a period of six months is used initially.

If you wish the tenancy to continue and the tenants agree to stay we will either:

- the tenancy can run on a month-to-month basis and become 'periodic' until the tenants give one month's notice in writing or the statutory two months notice is served; OR
- renew the tenancy for an agreed period on the same terms

If you do not want to renew the tenancy, you must inform us in writing by the third month and we will issue a statutory two months notice to be served in line with the original tenancy end date.

END OF TENANCY

When a tenancy ends we will meet with the tenant and you or your representative. Using the inventory we will check all items and record meter readings. We will obtain a forwarding address for the tenants. The deposit is refunded to the tenant when all parties are satisfied that the property has been returned in the same condition as at the commencement of tenancy - fair wear and tear allowing.

Valid estimates must be obtained, indicating the exact cost of repair. If agreement is not reached between the parties then under the DPS the Alternative Dispute Resolution (ADR) will aim to resolve any disputes quickly and without the need for court action.

INSPECTIONS

All fully managed tenanted properties will be visited and inspected on a regular basis. The inspections allow us to confirm that the tenant is fulfilling obligations, is taking care of the property and is using it in an appropriate manner. If there are any maintenance issues we will advise you accordingly. The visits assist us in getting to know the tenants further and help us advise you appropriately when any upgrading work is required and when a lease is up for renewal.

REPAIRS

When repairs are required we advise the nature of the problem and offer a solution together with a quote from a contractor who can carry out the repair work.

As a Landlord you have a legal obligation to the maintenance of the property. Tenants have rights also and may use the Environmental Health Department of the local authority should repairs not be attended to promptly. An enforcement order could include additional repairs and result in a significantly higher cost to you. Work not completed may even be carried out by the Authority, which is entitled then to add a substantial charge to your repair invoice.

EXTERIOR

If there is a garden with the property it is advisable to provide suitable equipment and tools to enable the tenant to keep the grounds in good order. If your gardens are of high maintenance or value you may prefer a contractor to attend to the upkeep. In this instance you must request the office to make suitable arrangements for you and agree a fixed price.

GAS APPLIANCES

Landlords Gas Safety Certificate

It is a legal requirement that each gas fired appliance, central heating system and its pipe work should be inspected on an annual basis and a safety certificate issued. (This certificate must be kept with our files). We can arrange for this inspection to be carried out, or you can request British gas or a private contractor to arrange these inspections for you, but do bear in mind that for an inspection to comply, the person carrying out the inspection must be 'gas safe' registered.

APPLIANCES & CONTENTS

As the Landlord you have a duty to ensure that all electrical or mechanical equipment is safe and is repaired should it become faulty. Any soft furnishings (suites, beds etc) must comply with regulations and display a kite mark for flame resistance.

MORTGAGES

If the property is subject to a mortgage, you should inform the lender of your intention to let the property prior to commencement of tenancy.

INSURANCE

As Landlord, you are responsible for insuring the building and any of your contents left in the property, including carpets and furnishings. We can obtain competitive quotes as required.

OVERSEAS LANDLORDS

A Landlord should apply for an exemption certificate from the Inland Revenue. Visit www.hmrc.gov.uk/individuals/fgcat-nonresidentlandlords.shtml for full details. You will be awarded an exemption registration which means we can forward all rent to you without deduction of tax.

LEGAL COSTS

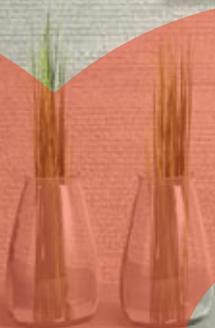
The Landlord will be responsible for taking any legal action necessary for rent recovery or any other matters relating to the tenancy and will be responsible for payment of all fees and costs.

TAX

Income received from renting a property is subject to tax. If you have any queries you should contact your financial or tax advisor. Expenses incurred can be set against your tax liability, as can the interest paid on your mortgage.



The key to successful lettings



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