



Landlords Guide

Request a free market appraisal.

If you'd like one of our specialist to conduct a market appraisal or review of your property, [please click here to request a free valuation.](#)

Tenant Introduction

10% including VAT (of tenancy term upon move in)

Market Appraisal

We will visit your property to discuss the marketing approach that we'll use to let your property, take photos, assess what documents you may need in order to let your property (such as an energy performance certificate) as well as inform you on the legal obligations of a landlord.

Finding Tenants

We will advertise your property on Rightmove, Zoopla, On The Market and our website to generate tenant enquiries, as well as contacting our corporate clients.

Choosing Tenants

We verbally screen applicants who are interested in viewing your property then arrange and conduct viewings. Once you choose the preferred tenant if we have more than one offer, we will begin reference them via Rent4Sure.

Handling the Paperwork

If your tenants are successful in passing the referencing checks we will proceed with preparing the tenancy agreement, booking an Inventory and doing the deposit registration.

Moving the Tenant In

At the final stage of the letting your property we will collect the initial rent & deposit, deduct our fees from the rent and transfer you the remaining funds, email you your statement and finally provide the tenant with your account details for future rent payments and contact details for any maintenance issues that may arise.

Rent Collection

13% including VAT (PCM)

£720 including VAT (upon move in) this covers all administration relating to the tenancy which includes the Tenancy Agreement, an Inventory, Deposit registration, tenant references including right to rent check and general admin.

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Moving the Tenant In

At the final stage of the letting your property we will collect the initial rent & deposit from the tenant, deduct our fees from the rent and transfer you the remaining funds and email you your statement. Finally we will provide the tenant with your contact details for any maintenance issues that may arise.

Collet the rent

Throughout the tenancy we will collect the rent from the tenant, deduct our fee and transfer the remaining amount. With this service you can opt in for Rent & Legal Insurance which we buy through the refereeing company we use. The price of this varies depending on the rental amount of your property.

Full Management

16% including VAT (PCM)

£720 including VAT (upon move in) this covers all administration relating to the tenancy which includes the Tenancy Agreement, an Inventory, Deposit registration, tenant references including right to rent check and general admin.

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Manage the tenancy

Throughout the tenancy we will take calls regarding management and do a bi-annual inspection. We will attend any property visits necessary and arrange for maintenance works. We will deal with transfer of utilities, arrange a check-out at the end of the tenancy and dealing with any deposit deduction there may be necessary.

Inventories

We strongly advise our Landlords to carry out a full inventory for each separate tenancy. The purpose of checking an inventory is to establish damages which can only be done if descriptions and conditioning remarks are sufficiently detailed at the commencement of the tenancy and then at the end of the term.

Under the terms of the tenancy agreement, the tenant is required to return the property and contents at the end of the tenancy in the same condition as they were at the commencement, fair wear and tear accepted. It is almost impossible to ascertain whether damage was caused during a tenancy without a proper inventory signed by all relevant parties.

If instructed we will arrange a professional inventory and check in on your behalf, the cost of which is borne by the landlord. The tenants are responsible for paying for the check out.

Consent To Let

If the landlord has a mortgage, it is normal for mortgagees to require notification of any proposed lettings and the landlord should seek their initial consent. In the case of leasehold premises the consent of the Head Lessee of Freeholder will be required. The landlord should also advise his insurance company of the proposal to let the property as this could either invalidate the insurance altogether or increase the premiums. You should obtain written documentation of these consents prior to letting.

Utilities

The tenant will be responsible for the payment of gas, electricity, water, telephone, council tax and television licence. (Unless otherwise agreed and stated).

As the landlord you are still responsible for the payment of service charges and ground rent in leasehold properties and buildings insurance on Freehold properties.

Tax

Under the Taxation of income from Land (non residents) Regulations 1995, the rent receiving agent (or where there is no agent, the tenant) will be required to deduct an amount equivalent to Basic Rate Tax from the rent (after taking deductible expenses paid by the agent into account) and pay the balance to the Inland Revenue each quarter.

However, the overseas landlord can apply to the Inland Revenue for exemption from this requirement. Provided the landlords tax history is good and tax affairs are up to date, the overseas landlord will be issued with a certificate that will be sent to his rent receiving agent. This will authorise the agent to pay the rent to you with no tax deducted.

We can provide you with an NRL1 form which you must complete and send to the Inland Revenue. Neither your rent receiving agent nor your tax advisor can file this application for you - it must be done by you.

Failure to return this form in time may result in the exemption certificate not being issued before the payments become due. We would have no alternative but to make the required tax deduction before paying the rents to you.

Our company are not tax advisers so if you are unsure as to how the above will affect you, you would be advised to speak to an accountant or professional tax advisor.

Any Non resident Landlord Tax payments deducted by us, in the first quarter can be refunded, if the exemption certificate is in our possession before the first quarter has ended. Any deductions after the first quarter can only be reclaimed after the first year has ended. Any refunds due after the first quarter are made by the Inland Revenue.

Tenancy Agreements

Most tenancies are classed as Assured Shorthold Tenancies. Under the Housing Act 1998 (as amended 1996) landlords have more rights to possession than with tenancies commencing prior to the Acts and procedures for possession are now quicker and simpler (provided the process is carried out correctly).

There is no minimum period for an Assured Shorthold tenancy; however we recommend that the tenancy is for not less than six months.

Most tenancies are drawn up for a period of twelve months, some have break clauses. A break clause allows either party to terminate the agreement with two months notice after an initial period of four months the notice may be served. We will be happy to discuss the pros and cons of different time periods with you.

Legal Matters

Our staff have been trained and receive ongoing training on the various legal aspects of letting including safety regulations, tenancy agreements and clauses, possession and have vast practical

experience. They will be happy to discuss any questions you may have regarding more detailed legal matters.

The relationship between Landlord and Tenant can sometimes have its “ups” and “downs” and the need for a professional agent is paramount in closing any divide to allow for a smooth and enjoyable property experience for all parties concerned, whether you are a Landlord or Tenant you are best advised to conclude your property transaction via a reputable agent.

Tenancy law is now far better regulated than ever before with balanced rights for all parties, tenants holding deposit held in Approved Scheme and are returned at the end of the tenancy subject to the property being returned in the manner it was taken and subject to there being no outstanding bills relating to utilities etc. The lettings market has grown immensely due to the increasing Buy to let market and with an increase to new build added to the marketplace the level of quality has improved greatly.