



**Letting Agents**  
[www.easylocationlets.co.uk](http://www.easylocationlets.co.uk)

**LANDLORDS HANDBOOK**

**LANDLORD INFORMATION PACK**

**49 Boroughgate, Otley, LS21 1AG**

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In order to comply with contractual obligations, as a Landlord your personal information may be shared with Tenants, Guarantors, Utility Companies, Referencing Agencies, Councils, Contractors and Deposit Insurance Scheme Providers.

We do not sell any information on for marketing purposes to 3rd parties.

Your information will be kept for approximately 6 years.

### **OUR RESPONSIBILITIES**

- Find a suitable tenant (s) for your property, taking into consideration your requirements and preferences such as no pets, only non-smokers etc.
- Perform a credit search of the tenant (s) through a specialist credit reference company
- Find a suitable tenant (s) for your property, taking into consideration your requirements and preferences such as no pets, only non-smokers etc.
- Draw up the relevant notices and Tenancy Agreement
- Collect the rent(s) due including other costs as required
- Visit and inspect the premises at regular intervals
- Keep and render accounts on a monthly basis in arrears, usually 10 to 12 days after due rent day subject to receipt
- Pay moneys into your bank or building society account by Electronic Transfer and provide you with a monthly statement
- Notify you of all repair work needed before any contractor is employed (except in the case of emergency)
- Provide general advise on all property matters – from obtaining planning consents to placing the property on the market for sale
- For a separate fee, arrange and oversee any refurbishment you may decide is needed, when the property is unoccupied and arrange for cleaning or gardening

## **LANDLORD RESPONSIBILITIES**

- In the case where a property is mortgaged the Landlord will obtain permission to let from the mortgagee
- Provide the Agent with the name and address of any mortgagees of the property and inform the Agent should the mortgage (s) become in arrears
- An adequate level of insurance cover is maintained in respect of the building and contents throughout the term of the tenancy. It is important that the insurance company be informed of the Tenancy. The insurance company may wish to impose special conditions. Most insurance companies insist on all exterior doors being fitted with 5 level mortise locks. It is also recommended that all ground floor and other windows accessible from the ground level are of sound construction and are fitted with window locks.
- All your accounts for the property need to be brought up to date prior to a tenant moving in. We will have all these put into the tenant's name on occupation. Different rules apply to unfurnished and furnished properties when they are unoccupied, please contact us if you are unsure of your obligations.
- The Landlord will be responsible for the payment of solicitors fees incurred in regards to any proceedings necessary arising out of any breach of covenant by the tenant
- The Landlord will retain responsibility for the property in all respects until commencement of the tenancy and immediately upon its termination
- The Inland Revenue have been notified of the letting
- The landlord confirms the he is resident in the UK for tax purposes
- To allow a "Let Board" to be erected at the property.
- For Fire & Safety regulations the gas supply and all appliances must be tested by British Gas or a CORGI registered plumber who will give you the necessary certificate in Compliance with the Gas Safety (Installation and Use) Regulations 1994. This then needs to be done annually, as long as the premises are rented.
- All electrical installations provided must be certified safe by an approved electrician in accordance with the current relevant Electrical Regulations. A certificate of verification is needed every five years stating that the electrical wiring is safe and in satisfactory condition. All electrical appliances provided must be functioning safely and effectively. It is recommended that a Portable

Appliance Test (PAT) be carried out by a competent electrician at not less than two year intervals and a record kept.

- An Energy Performance Certificate (EPC) must be completed before we are able to advertise the property through the various sources. The certificate assesses the efficiency of the appliances and light fittings in the property and also the environmental impact of the CO2 emissions. It is recommended that this is carried out by a qualified domestic energy consultant. Alternatively, if the house has been advertised as for sale, the EPC will be included in the Home Information Pack (HIP).
- There must be a least one smoke detector per floor of the property and it must be in working order. It is legislation that mains wired interlinked fire detection system which complies with BS 5839 is fitted. It is also recommended that each kitchen is fitted with a fire blanket to BS 6575 and a minimum of one 2kg dry powder or carbon dioxide fire extinguisher to BS 5306 (part 3) and BS 5423. If the property is furnished, check that it complies with the Furniture and Furnishings (Fire) (Safety) (Amended) Regulations 1988 (amended 1989 & 1993).
- There should be suitable waste disposal facilities sufficient for the number of occupants.
- The Landlord accepts that rental payments made by the tenant will be paid directly to Easy Location (except in the case of Let Only). In the case of non payment of rent by the tenant, Easy Location will employ the services of a debt recovery agency. Only after the tenant has made payment will remittance be sent to the Landlord.
- The Landlord can supply details of preferred Contractors for all aspects of repair and maintenance of the property and will commission those Contractors personally. However if in the case of an emergency or a repair / maintenance needing attention within 48 hours and we are unable to contract the Landlord, Easy Location will instruct either the preferred contractor if contactable or a contractor of Easy Location's choice to instigate the repairs.
- For all other repairs (other than those classified as emergencies) two estimates will be obtained and forwarded to the Landlord who will have to given written authorisation for the works to be carried out.
- The Landlord understands that during any tenancy period, the tenant as rights to privacy and enjoyment of the property. The landlord is not permitted access to the premises (including property grounds) at anytime: however, Easy Location or the landlord can visit the premises for specified reasons after giving 24 hours notice and agreement by the tenant.

## **TENANCY & TERMS**

*The following is an outline of the standard tenancy agreement.*

- All tenants are given an Assured Shorthold Tenancy Agreement. This guarantee's that you can regain possession of your property at the end of the fixed term, which we would recommend should not be less than six months.
- Take a security bond of an amount equal to one month rent. It could be used for purposes of repair at the end of the tenancy. In the case of pets, and increased bond of £100 will be taken and also an addendum to the contract signed by the tenant agreeing a professional clean of the carpets must be done at the end of the tenancy.
- If the tenancy is for less than seven years, the landlord is generally responsible for repairing the structure and exterior of the property and for keeping the installations for the supply of water, gas, water space heating and sanitation repaired and in good working order.
- We hold the bond in our Clients Account for the duration of the tenancy and will return to the tenant following a satisfactory handover of the property.

## **TYPES OF AGENCY AGREEMENTS**

We offer three types of agreement for our landlords; Managed and Let Only and Let Only with Rent Collection.

*Our Managed contract charges are as follow:-*

- For Full Management service the commission payable to ourselves is 10% + VAT (or as agreed) of the gross income.
- A standard initial setting up fee is £175.00 +VAT and subsequent lettings are charges at £85.00 +VAT. This cost includes the tenancy agreement, notices and general duties involves in the letting of your property.
- A check in inventory is competed as part of the set up fee. Mid- term inspections and check out inspections are also provided as part of the agreement.
- We will advertise on all major websites such as Rightmove, Find A Property, Zoopla, The Digital Property Group, Email for Property, Fish for Homes and Prime Location. This included in the fee structure. We can also arrange for

specialist advertising on the property, of which there would be an extra charge.

- Prices should be agree prior to insertion
- There will be no interest paid on tenants moneys held in hand, this includes the bond, which we retain as stakeholder. Moneys are held in a separate account as per current legislation.

*Also available is Let Only contracts. Our charges are as follows:-*

- Also available is a “Let Only” service of which we charge 10% (or as agreed) of the 6 months rent, subject to a minimum fee of £355.00 +VAT
- We market the property the same way as our Managed Agreement. We conduct accompanied viewings, fully reference the tenants, offer the same advisory service to the landlord and produce all the relevant contracts and documentation.
- Once we have collected the first months rent and made the 1<sup>st</sup> rent payment to you, all standing orders are made payable to you directly from the tenant.
- We can issue new Assured Shorthold Tenancy on your behalf at the end of the initial agreement at a cost of £95.00 +VAT.
- We can also conduct a full detailed inventory on your behalf for the check in and also check out. We will contact you on completion of the check out inspection and advise about the condition of the property. The charge for this service is £45 +VAT per Inventory.
- We can also conduct photographic inventories on your behalf for a charge for this service is £75 +VAT per Inventory. A full photographic copy will be emailed to you with a short report on the condition of the property with remarks and comments on its condition.

*Our Let Only with Rent Collection Service:*

- This is exactly as the Let Only service, except we collect the rents on your behalf. Our rent collection service provides the following:
  - Setting Up Standing Orders
  - Recording Rental Receipts
  - Chasing Arrears

- Paying Landlords

All for just £25 (+VAT) per month throughout the term of the tenancy agreement, deducted from the rental income.

If our debt recovery team are instructed to recover a late payment, the costs incurred will be added to the tenant's bill.

If there is anything that you are unsure on or wish to enquire further please don't hesitate to contact Gill or Chris Hendy.