

Your guide to being a landlord





Letting
your property
with us

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Introduction

Being a landlord is a rewarding experience but it's not as simple as you might think. There are many legal and practical issues to consider; so if you're doing this for the first time it pays to have an expert by your side.

That's where we can help. As Huddersfield's friendly local agent, and members of the Property Ombudsman Scheme, there's nobody better placed to guide you. Our team have helped hundreds of local landlords and we know Huddersfield inside out.

What's more, although many agents will charge you extra for the many services landlords need, we include everything from the market appraisal to moving your tenants into the property in our low ~~12%~~ **10% management fee.**

This helpful landlord's guide will explain the ins and outs of letting your property. It will take you through the process, describe your responsibilities, and explain where we can lighten the load.

Ready to begin?

▶ **Let's get started.**



Presenting your property

Ever heard of the term 'preparing a property for sale'? It's the same when letting a house or flat. Your property must look its best inside and out – so tenants find it clean, uncluttered, well decorated, and with a well equipped kitchen and bathroom(s).

When presenting your property always keep your target audience in mind. As a general rule you can't go wrong with bright neutral colours and contemporary lighting. If your property has outdoor areas then keep these tidy too. Keep grass cut and paths swept to make a good first impression.

Can't decide whether to offer your property furnished or unfurnished? **We recommend unfurnished.**

Tenants like to bring their own furniture (especially beds) and you might spend a fortune on unwanted items that deteriorate and eventually need replacing.

Legalities and Practicalities

There are certain things you need to do before letting your property. All gas and electrical appliances must be working correctly, your heating system must be fully operational, and smoke alarm(s) plus carbon monoxide detectors must be fitted.

You will also need to arrange an Energy Performance Certificate (EPC). This assesses the energy efficiency of your property. If it fails to meet a certain standard then you'll need to make changes before tenants can move in.

Our team will help you tick these boxes. We can arrange an electrical safety check, Gas Safety Record and an EPC to be undertaken by our qualified, reliable and professional tradespersons.

We can also advise you how to make your property more appealing to prospective tenants.

Finally, you will need to arrange buildings insurance for the property and cut 3 sets of keys – two for your prospective tenants and one for us.



Finding a Tenant

Empty properties cost money in lost rent; so it's vital to attract a tenant as quickly as possible. However, you shouldn't settle for just any tenant.

We'll find you tenants that will look after your property, pay the market rent, and pay on time. Our extensive database of local applicants will help you find the perfect applicant sooner.

► Marketing

Your property will benefit from excellent particulars that present your property in the best possible light. The particulars will include professional photography and a detailed description so tenants know what to expect when they arrive.

We advertise all our properties on the major national portals like **Rightmove**, **Zoopla**, and **On The Market**. Your property will also benefit from a 'For Let' board outside, plus it will be marketed on our own easy-to-use website.

► Viewings

We can accompany prospective tenants on viewings – so we're ready to answer questions and really sell the benefits of your property.

Our team will also handle rent negotiations and renegotiations. When it comes to money our local knowledge really counts. We understand the local market intimately so our valuations are accurate and we can negotiate the best rent.



We're on track

Tenancy Agreement

After we've found you a prospective tenant, and agreed the rent, we'll ensure everything runs like clockwork. Our team will carry out background checks on all tenants and seek reliable references from an employer or previous landlord and we also offer a professional referencing option.

Next comes the tenancy agreement. This will outline everybody's rights and protect your ability to repossess the property. Contracts usually last for either 6 or 12 months with a break clause that can be triggered by either party. To trigger this break clause you must give 2 months' notice.

► Deposit

After signing the contract your tenants will pay a deposit of 5 weeks rent. This will be protected under the MyDeposits Custodial Scheme. At the end of the contract we will negotiate how much deposit will be returned.

► First rental payment

Your tenants will pay one month's rent in advance. Don't worry. They can only move in once the funds have cleared.

► Inventory

This is a highly recommended optional because it keeps a record of everything that comes with your property. It also records its condition. We will refer to the inventory when the tenancy comes to an end.

Your Contract With Us

We offer landlords 3 levels of service:

► Let only Service (50% of one month's rent, £450 min fee)

This entry level service simply focuses on finding you the right tenant. Once they've been vetted, the rent has been agreed, and the gas / electrical checks have been arranged, we hand everything else over to you. This option is best for experienced landlords who live locally and have the time to manage the property themselves.

► Part Managed (10%)

The next level of service lightens the load in some areas but still leaves the day-to-day management of the property to you. We will find you a tenant, vet them, and arrange the electrical / gas tests, but also collect the rent, issue gas safety reminders, and deal with tenancy renewals in the future.

► Fully Managed ~~(12%)~~ 10%)

Our most comprehensive service is first class all the way. We'll take care of absolutely everything from collecting rent to the day-to-day management of your property – **all for just 10% of your monthly rent.**

We recommend this option if don't have the time or experience to manage a property on your own. Our team will liaise with tenants, visit your property regularly, arrange necessary maintenance and repairs, serve notices, and organise legal expenses insurance.

The fully managed option takes all the hassle away and gives you peace of mind. We know the best local contractors, can prepare a statement of income and expenditure, plus we keep an eye on the local market – a big advantage when it comes to renegotiating rent increases.

This option is also best for your tenants. They will enjoy a 24-hour emergency helpline if something goes wrong. Everybody wins!

Services	Let only Service	Part Managed	Fully Managed	
Free rental appraisal by your local Lettings Expert	✓	✓	✓	
Property marketing (including advert published on Rightmove, Zoopla, OnTheMarket web listing, To Let board and brochures)	✓	✓	✓	
No additional hidden charges. One off fee payable on let	✓	✓	✓	
Arranging of Gas Safety Record*	✓	✓	✓	
Arranging of Energy Performance Certificate (EPC)*	✓	✓	✓	
Arranging of Electrical Installation Condition Report (EICR)	✓	✓	✓	
Accompanied viewings	✓	✓	✓	
Offer negotiations	✓	✓	✓	
Obtaining Tenant references & identity verification*	✓	✓	✓	
Preparation of Tenancy agreement	✓	✓	✓	
Collection of first months rent and deposit	✓	✓	✓	
Registration of deposit with recognised Tenancy Deposit Scheme		✓	✓	
Monthly rental collection		✓	✓	
5 year Electrical Installation Condition Report (EICR) reminder		✓	✓	
10 year Energy Performance Certificate (EPC) reminder		✓	✓	
Annual Gas Safety Record reminder		✓	✓	
Transfer of rents		✓	✓	
Maintenance reporting/contractors 24/7			✓	
Managing the checkout process and deposit resolution			✓	
Dedicated Property Manager			✓	
Transfer of utilities*			✓	
Serving of statutory notices			✓	
Tenancy renewal negotiations			✓	
Rent review			✓	
Handling maintenance issues, arranging quotes and repairs			✓	
General property management			✓	
24/7 Emergency Tenant helpline			✓	
Payment to tradesperson			✓	
Regular Property Inspections			✓	
Key Holding Service			✓	

* when requested / additional fees may apply

Responsibilities

Your responsibilities

As a landlord you have certain responsibilities and obligations. These are legal requirements so you can't afford to slip-up. Fortunately we're here to advise you.

► You must:

- Pay a property's service charge and ground rent
- Ensure the heating and plumbing work efficiently
- Maintain the building structure and exterior
- Carry out maintenance and repairs
- Arrange insurance for buildings, fixtures and fittings, and white goods
- Give tenants 24 hours notice before visiting the property
- Tell council and utility companies that the property will be rented out
- Check all adult tenants have the legal right to remain in the UK.

Your tenants' responsibilities:

Tenants must play their part too. They are obliged to stick to their contract, take care of your property, use it responsibly, and pay their rent on time.

They must also pay the council tax, utility, phone bills, and organise contents insurance for their own possessions.

It's also important for tenants to keep the interior and exterior of your property clean and tidy. They should be respectful of neighbours and let us know when repairs are needed.

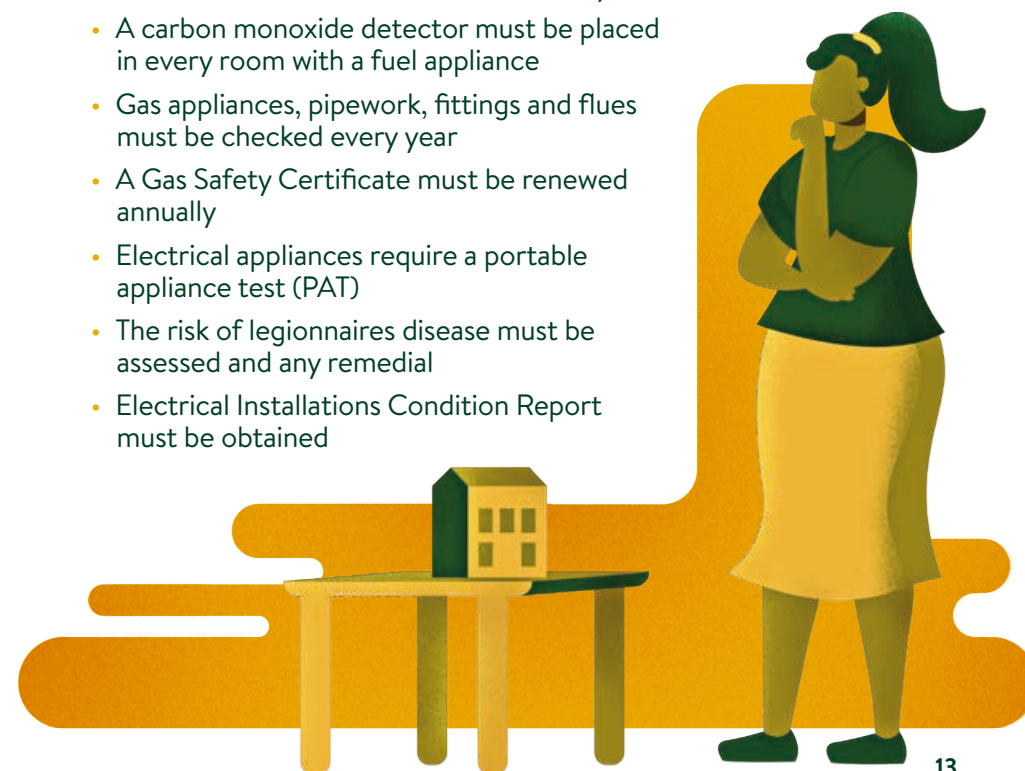
Health & safety

Landlords need to pay close attention to health and safety regulations as non-compliance can lead to big fines. That's where our help is worth its weight in gold.

The below must be checked at the start of each tenancy by qualified contractors and maintained adequately throughout the contract.

► Your 'must-do' checklist:

- Gas, electricity, and water supplies must be safe and reliable
- Smoke alarms must be installed on every floor
- A carbon monoxide detector must be placed in every room with a fuel appliance
- Gas appliances, pipework, fittings and flues must be checked every year
- A Gas Safety Certificate must be renewed annually
- Electrical appliances require a portable appliance test (PAT)
- The risk of legionnaires disease must be assessed and any remedial
- Electrical Installations Condition Report must be obtained



End of tenancy

As the contract winds down you have different options to chew over.

If you're unhappy with your tenants you can serve them notice.

If all is well you can ask us to draw up an extension on the same terms or negotiate a new contract with an increased rent. Alternatively the existing contract can continue automatically on a statutory periodic basis.

If your tenants are vacating then the condition of your property will be assessed. They will be asked to pay for any damage beyond reasonable wear and tear. This amount may be deducted from their deposit although arbitration may be required if there's a dispute.

Our promise to you

We'll be there to help and advise you throughout the lettings process – from valuing your property and drawing up tenancy agreements to post-tenancy inspections and dealing with disputes. Our team are friendly, responsive, and will do everything possible to make your life easier.

You'll feel reassured and in control with us by your side. We like getting to know our landlords and enjoy building a relationship with them.

Shahrukh Gilani

