

NOONAN

PROPERTY SERVICES



A USEFUL GUIDE FOR LANDLORDS

LETTINGS | PROPERTY MANAGEMENT | LANDLORD ADVICE

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Welcome

Noonan Property Services reputation is built upon local knowledge, solid experience, professionalism, care and attention to detail.

We aim to offer a personal lettings service that can be tailored to suit all of our landlords needs. We offer a cost effective and superior service compared to local competition.

If you currently own or intend to purchase residential property for rental in St Neots and the surrounding villages, we invite you to consider engaging in our property management service; you'll find it both professional and cost-effective.

As we are specialists, we know how to manage your property for optimal return on investment, whilst ensuring smooth running tenancies and compliance with the various landlord/tenant legislation.

Maximise the return on your investment - we'd love to hear from you.



Landlords Guide

- ✔ Visiting you at your property and providing a rental valuation and any other advice that you may require about letting your property.
- ✔ Advising you on compliance with the various safety regulations.
- ✔ Finding suitable tenants to reserve your property.
- ✔ Your property will be advertised online and marketed to our database of registered applicants, including various companies and other establishment personnel departments. In most cases we usually have tenants waiting.
- ✔ Accompanying potential tenants/applicants to view the property.
- ✔ Obtaining and evaluating references and credit checks.
- ✔ Preparing legal contracts for the agreed tenancy, tenancy agreement and arranging signatures from the tenant.
- ✔ Collecting and registering a tenancy deposit that will be treated in accordance with current legislation, held by a third-party deposit protection scheme.
- ✔ Preparing an inventory and schedule of condition at the landlord's request, at an additional service charge.
- ✔ Checking the tenant into the property and signing the inventory.
- ✔ Supervising the transfer of council tax accounts into the tenant's name.
- ✔ Receiving rental payments monthly and paying you promptly, together with a detailed statement. If required, paying regular outgoings for you from rental payments.
- ✔ Inspecting the property periodically and reporting any problems to you.
- ✔ Arranging any necessary repairs or maintenance, first liaising with you.
- ✔ Keeping in touch with the tenant on a routine basis and arranging renewals of the tenancy agreement as necessary.
- ✔ Checking tenants out of the property as required, marketing the property again and continuing the process with minimum vacant periods to ensure that you receive the optimum return from your property.



Getting Started

Before a property can be let, there are several matters that the owner will need to deal with to ensure that the tenancy runs smoothly, and also that they comply with the law. We provide summarized information below. If you require further advice or assistance with any matter, please do not hesitate to contact us.

Preparing The Property

We have found that a good relationship with tenants is the key to a smooth-running tenancy. As Property Managers, this relationship is our job, but it is important that the tenants should feel comfortable in their home and that they are receiving value for their money. It follows, therefore, that a well presented and maintained property in a good decorative order will go towards this, whilst also achieving a higher rental figure. Tenants are also more inclined to treat such a property with greater respect.

General Condition

Electrical, gas plumbing, waste, central heating and hot water systems must be safe, sound and in good working order. Repairs and maintenance are at the landlord's expense unless misuse can be established. Interior decorations should be in good condition and preferably plain, light and neutral.

Furnishings

Your property can be let fully furnished, part furnished or unfurnished. Which of these is appropriate will depend on the type of property and local market conditions? We would be pleased to give you advice on whether to furnish or not and to what level. As a minimum, you will need to provide decent quality carpets and light fittings. Remember that there will be wear and tear on the property and any items provided.

Personal Items

Personal possessions, ornaments, pictures, books etc should be removed from the premises, especially those of real or sentimental value. All space in the property should be left clear for the tenant's own use.

Gardens

Gardens should be left neat, tidy and rubbish free, with any lawns cut. Tenants are required to maintain the gardens to a reasonable standard. Few tenants however are experienced gardeners and if you value your garden, or if it is particularly large, you may wish us to arrange visits by our regular gardener.

Cleaning

At the commencement of the tenancy, the property must be in a thoroughly clean condition, and at the end of each tenancy it is the tenants' responsibility to leave the property in a like-for-like condition. If they fail to do so, cleaning will be arranged at their expense. Please note a tenant is only liable to pay for professional cleaning if we can prove the same was carried out prior to the tenancy commencing. This includes oven and carpet cleaning.

Information for the tenant

It is helpful if you leave information for the tenant, e.g. on operating the central heating and hot water system, washing machine and alarm system, and the day refuse is collected etc.

Keys

You should provide one set of keys for each tenant. Where we will be managing, we will arrange to have duplicates cut as required.





Income Tax

In accordance with the Finance Act 1995, landlords based outside the UK will need to apply to HMRC to pay tax on their rental income through Self-Assessment in order to receive UK rental income without deduction of tax. Overseas landlords will need to apply to HMRC for an exemption certificate which will allow them to receive their rent gross. Without an approval number from HMRC, your agent will be legally obliged to retain 20% of your rental income and submit quarterly to HMRC. We are able to assist you by producing a statement of rental income and allowable expenses for our fully managed clients should you require this. Please ask your branch for further information.

The Inventory

It is most important that an inventory of contents and schedule of condition be prepared, in order to avoid misunderstanding or dispute at the end of a tenancy. Without such safeguards, it will be impossible for the Landlord to prove any loss, damage, or significant deterioration of the property or contents. In order to provide a complete Service, we will (if required) arrange for a member of staff to prepare an inventory and schedule of condition, at the cost quoted in our Agency Agreement.

Right to Rent

From 1st February 2016, all private landlords in England will be required to check that any potential tenants have the right to be in the UK before renting out their property. Under the new rules, landlords who fail to check a potential tenant's 'Right to Rent' will face penalties of up to £3,000 per tenant. Follow up checks may also be required. When you instruct us to manage your property, we will undertake these follow up checks on your behalf.

What is an Assured Shorthold Tenancy?

Most tenancies will automatically be Assured Shorthold Tenancies (ASTs), provided the rent is under £25,000 a year and the property is let to private individuals. Tenancies are usually granted for an initial fixed term of either 6 or 12 months. When the fixed term has expired, the landlord is able to regain possession of the property provided he gives two months written notice to the tenant. In addition, if the tenant owes at least 2 months or 8 weeks rent on the property he can apply through the court to seek a possession order.

Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 state that all gas appliances must be inspected annually by a Gas Safe registered engineer. A valid Gas Safety Record must be issued and updated annually under the **Electrical Safety Standards in the Private Rented Sector Regulations 2020**

Energy Performance Certificate

As of 1st October 2008, all rental properties are required to have an Energy Performance Certificate (EPC). From 1st April 2018, all privately rented properties where a new or renewed tenancy is granted must have an EPC rating of E or above, as laid out in the Energy Efficiency (Private Rented Property) (England and Wales) Regulations

Smoke and Carbon Monoxide Detectors

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 require a smoke detector to be installed on each floor with living accommodation, which includes bathrooms. A carbon monoxide detector must also be installed in any room which is used as living accommodation and contains a solid fuel burning combustion appliance. Additionally, these alarms must be checked on the commencement of each new tenancy and maintained by tenants throughout the tenancy.

Electric Safety Standards in the private rented Sector (England) Regulations 2020

Private landlords must ensure:

Electrical safety standards are met when the property is occupied during a tenancy.

Every fixed electrical installation at the property is inspected and tested at least every five years by a qualified person.

The first inspection and testing are carried out before new tenancies commence on or after 1 July 2020 and by 1 April 2021 for existing tenancies.



Safety standards for blinds and curtains

It is a legal requirement that all blinds and curtains which include a cord or chain must comply with the recently published safety standards. Further information can be found at www.bbsa.org.uk.

Furniture and Furnishings

The Furniture and Furnishings (Fire Safety) Regulations 1988 as amended in 1989 and 1993 state that it is an offence to let a property with upholstered furniture that does not comply with safety regulations. These include soft furnishings, beds, mattresses, pillows, cushions, headboards, loose and stretch covers for furniture and seat covers. All furniture purchased since 1st March 1990 should comply. If it does, it will have a safety label attached.

Legionella's Risk Assessment

Legionella naturally occurs within water supplies making every property a potential risk. Legionella is a serious flu-like illness which is very often mistaken for pneumonia and can be fatal. You are legally required to ensure your tenants' risk of exposure to legionella is properly assessed and controlled. We work with the UK's largest legionella risk assessment specialists who can help you determine the risks to your property and tenants.

Insurance

We recommend that landlords ensure both the rental property and its contents are fully insured for the purpose of letting. Standard home owner insurance will often not cover letting your property. Failure to inform your insurers may invalidate your policies. We can advise on Landlords Legal Protection, Rent Guarantee Cover and Landlords Contents and Buildings Insurance if required.

Appliances

All appliances and machinery, including the boiler, must be in good working order and serviced as appropriate. Manufacturers' instruction manuals for all appliances should be left in the property. Details of any maintenance contracts should also be supplied.

Utilities and Council Tax

The tenant is responsible for paying all gas, electricity, telephone, water, council tax, television licence and cable/broadband bills during the tenancy. The landlord is responsible for any ground rent and service charges.

We recommend that you arrange for regular outgoings e.g. service charges, maintenance contracts etc. to be paid by standing order or direct debit.

We will arrange for the transfer of Council Tax. Meter readings will be taken if you choose to have an inventory. The tenant is responsible for setting up the utilities in their name.

Please make sure you close down any accounts in your name as soon as possible, giving the meter readings as required.

Consents

You need to check the requirements of your lease in connection with sub-letting and obtain the necessary consent if required. If you have a mortgage on your property, consent may also be required.

Leaseholds

If you are a leaseholder, you should check the terms of your lease, and obtain any necessary written consent before letting your property.

Legal Ownership

If your property is jointly owned, co-owners must be named on our terms and conditions and on the Tenancy Agreement and fully consent to the rental agreement.

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