



CHARTERED SURVEYORS
AUCTIONEERS & VALUERS
LAND & ESTATE MANAGERS

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LANDLORDS INFORMATION PACK

Copeland's independent local letting agent specialise in lettings throughout North Derbyshire and South Yorkshire. Our well established Lettings Department and experienced team are dedicated to ensuring we provide you with the best possible service.

We offer two levels of lettings and management services.

Full Management Service

This service includes:

- Visiting your property and advising as to the rental value
- Hire of a "To Let" board (if required)
- Marketing the property through;
 - a. Advertising in our office and on our rental list.
 - b. Our mailing list of waiting tenants
 - c. Internet advertising on www.copelands-uk.co.uk, www.zoopla.co.uk and www.rightmove.co.uk
 - d. Advertises in the local newspaper
- Provision of an Energy Performance Certificate (if required)*
- Providing accompanied viewings (if required)
- Finding a suitable tenant
- Vetting and referencing any prospective tenants
- Preparing a suitable tenancy agreement together with a detailed Inventory.
- Preparing and setting up a Standing Order Mandate for payments directly from the tenants account to Copelands account.
- Collecting and holding the bond under the terms of the Tenancy Deposit Scheme.
- Arranging annual Landlords Gas Safety Checks (if required)*
- Notify utility providers and Council Authorities accordingly of the new occupation, however we cannot guarantee that these will be registered with the providers.
- Collecting the rents and accounting to your account every four weeks or each month
- Arranging inspections of the property during any tenancy (if required)
- Arranging minor maintenance/repair work or estimates with prior consent.
- Carrying out rent reviews and tenancy renewals
- Inspecting and re-letting the property when vacant.

We charge £195 plus VAT for a full management service, this price includes all of the above (excluding any service marked with a *. These services may incur an extra charge). A monthly commission will be charged at an agreed percentage of the rental income (plus VAT) and is negotiable in the region of 10%.

Let Only Service

This service includes:

- Visiting your property and advising as to the rental value
- Hire of a “To Let” board (if required)
- Marketing the property through;
 - a. Advertising in our office and on our rental list.
 - b. Our mailing list of waiting tenants
 - c. Internet advertising on www.copelands-uk.co.uk, www.zoopla.co.uk and www.rightmove.co.uk
 - d. Adverts in the local newspaper
- Provision of an Energy Performance Certificate (if required)*
- Providing accompanied viewings (if required)
- Finding a suitable tenant
- Vetting and referencing any prospective tenants
- Preparing a suitable tenancy agreement together with a detailed Inventory.
- Collecting and holding the bond under the terms of the Tenancy Deposit Scheme
- Collect the first months/three weeks rent and account to your account.
- Notify utility providers and Council Authorities accordingly of the new occupation, however we cannot guarantee that these will be registered with the providers.

A one off fee of £395 plus VAT will be charged for this service, this will be deducted from the monies collected once the property is successfully let. This price includes all of the above (excluding anything marked with a *. These services may incur an extra charge).

Our packages are flexibly and can be adapted to suit your individual needs.

Preparing your Property for Letting.

It is important to ensure that before marketing the property is in good order and suitable for occupation. A well maintained property will not only achieve a higher rental but also attracts suitable tenants. We find that a property in good order encourages tenants to take greater care and maintain the property to a high standard.

Properties can be let either furnished or unfurnished. We would recommend that landlords let their property unfurnished, except for carpets, curtains and light fittings. We would only usually advise landlords to leave white goods (i.e. fridge and/or freezer, washing machine, tumble dryer, dishwasher) and ovens/cookers where they are integrated. It is important to note that there will be general wear and tear on any items left in the property, which cannot be held as the tenant's responsibility.

Interior decoration should be in good order and best kept to neutral colours.

The landlord is responsible for any repairs or maintenance unless it can be established as caused due to misuse. The inventory will protect the landlord from being liable for any misuse or damage to the property and its contents caused by the tenant. It is the tenant's responsibility to leave the property in the same or better condition in which it was let, should they fail to do so repairs/cleaning will be carried out and cost deducted from their bond.

The garden should well maintain and left tidy for the start of any tenancy, under the terms of our agreements once the property is occupied it becomes the tenant's responsibility to maintain the garden(s). Were a property has larger grounds or high maintenance gardens you may wish to have them maintained by a regular gardener.

We will require at least one full set of keys or preferable a full set for each tenant where possible.

Safety Regulations

When letting a property the landlord must comply with the following legal obligations.

Gas Safety

Under the Gas Safety (installation and Use) Regulations 1998 all gas appliances and flues in a rented property must be tested annually by a qualified Engineer (COGI or British Gas) and an appropriate Landlords Gas Safety Certificate be issued. We can provide this service on behalf of the landlord if requested.

Electrical Safety

Although there are several regulations relating to electrical installations there is currently no specific legal requirement for landlords to have a qualified electrician

inspect the installations and provide a safety certificate (PAT Certificate). However the Electrical Equipment (Safety) Regulations state that all electrical appliances supplied with a let accommodation must be safe, failure to ensure tenants safety may constitute a criminal offence under the Consumer Protection Act 1987, and Landlords may be sued in civil law under the Duty of Care. In the interest of safety and for the avoidance of risk it may be advisable to arrange for an inspection of the installations and appliances prior to letting and on an annual basis thereafter. We recommend that all properties should have a full NICEIC certificate in addition to as a minimum, an annual visual check and PAT test, however this is completely the decision of the landlord.

Smoke Detectors

The law requires that all houses built after June 1992 and all properties declared as houses in multiple occupation must have electronically linked, mains operated smoke detectors installed on each floor from new. Although there is no legislation requiring smoke alarms to be fitted in properties built before June 1992 we strongly recommend that smoke detectors be installed on each floor of the property. Landlords and their agent could be liable should a fire cause injury or damage in a property where there is no smoke detectors fitted.

Furniture and Furnishings Fire Safety

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 & 1993) require that any furniture and furnishings supplied in the tenancy meet minimum fire resistance standards. All soft furnishings containing 'Foam' filling including beds, headboards, mattresses, pillows, settees, padded chairs, cushions, garden furniture must comply with the Furniture (Fire) (Safety) Regulations.

Items which comply will have a safety label attached. Any items not carrying this label must be removed from the property. Antique furniture or furniture produced before 1950 is exempt from the regulation.

Energy Performance Certificate

The law requires that all residential properties to let from the 1st October 2008 must have an Energy Performance Certificate. This must be carried out by a qualified Domestic Energy Assessor and once issued is valid for 10 years and therefore can be re-used. We can provide this service for you if required.

What happens when a tenant has been found?

After vetting and carrying out the suitable reference checks, should the tenant be approved we will draw up a suitable tenancy agreement and detailed Inventory. We use an RICS approved Assured Shorthold Tenancy Agreement and will sign the tenancy on your behalf. The initial tenancy will be for a period of 6 months should there have been no problems during this time the tenancy will be renewed for a period of 12 months and is renewed every 12 months thereafter. On every renewal we will also carry out a rent review and apply rent increase where appropriate. (A copy of the tenancy agreement can be provided on request)

All rents are paid weekly and tenants are kept two weeks in advance with their rental payments. The bond will be taken at the commencement and is safeguarded by the Tenancy Deposit Scheme, which is administered by:

The Dispute Service Ltd
PO Box 541
Amersham
Bucks
HP6 6ZR

Phone 0845 226 7837
Email deposits@tds.gb.com
Fax 01494 431 123

You should receive your first rent cheque approximately six to eight weeks after the tenancy start date and thereafter every four weeks. The cheque will be paid directly to your chosen account and you will receive a rent statement to your chosen address.

Should a tenant give notice on the property you will be notified accordingly. When the property becomes vacant we will inspect and re-let the property should we not hear differently from you.

During the tenancy utilities and council tax will be the responsibility of the tenant. Meter readings will be taken at the start and end of any tenancy, and the relevant providers will be informed. The appropriate authorities will also be informed at the start and end of any tenancy. During any vacant periods the utilities and council tax will be the responsibility of the landlord, should the property still be under our management during these vacant periods we will receive any statements care of our office and forward directly to the landlord for payment unless we have been instructed otherwise.

General Information

Mortgage

If the property is mortgaged you will be required to obtain written consent to let the property from your mortgagee's.

Leaseholds

If you own the property as a leaseholder you will need to check that the terms of your lease allow you to let the property and obtain written consent if required.

Power of Attorney.

If you are letting the property as Power of Attorney on the behalf of someone else you will be provided to supply proof of the Power of Attorney.

Insurance

You must ensure that you have valid buildings and contents insurance and that this suitably covers you for the letting of the property. Whilst let (unfurnished) the contents insurance will be the responsibility of the tenant, however you may still require your own contents insurance for any internal fixtures and fittings or other goods which you have left at the property.

Tax

The income from a let property is taxable and it is the landlord's responsibility to inform Inland Revenue of any income received on your annual tax return.

If you live abroad or are working abroad for an extended period of time landlords tax will be withheld at the standard rate, unless exemption has been granted by the Inland Revenue and an appropriate tax exemption certificate has been supplied.