



LET SELL
P R O P E R T Y



Landlord Guide

Valuation

Value your property. We offer a free, no obligation, valuation service.

We search for comparable information from our extensive internal database of properties.

Create a relevant statistics report of estimated and actual prices of properties in or near your area.

We advise you on a suitable asking price.

We can usually narrow down target market and even identify potential buyers from our database of applicants.

We take full details of your property for marketing purposes.

Initiation

You decide to instruct Let Sell Property.

We send you all the necessary paperwork to sign

We aim for a 24 Hour turn-around time from shooting to marketing. We can have you live on our website and portals almost immediately.

Legislation

Landlords in the UK must adhere to strict safety regulations in order to protect tenants.

Gas Safety (Installation & Use) regulations 1998. All installations must be checked annually by a GAS Safe Registered engineer. A Gas Safety record must be issued every twelve months, and a copy issued to tenants. Non - Compliance is a serious offence and can lead to a custodial sentence.

The Electrical Equipment (Safety) Regulations 1994 - requires that all electrical equipment is safe. A portable appliance Test (PAT) should be carried out

regularly. All electrical testing must be carried out by a qualified and registered engineer.

The Energy Performance of Buildings (Certificates and Inspections) (England & Wales) Regulations 2007. Energy Performance Certificate (EPC). You must commission an EPC before the property is marketed to rent.

The plugs and Sockets etc. (Safety) Regulations 1994 - Any plug, socket or adaptor must meet current and relevant British Standards. Plugs must have correct fuse, approved adaptors must be used on appliances with non-UK plugs.

Part P Building Regulations (Electrical safety in Dwellings) 2005 - All electrical work must be carried out by an a contra tor who is part on an approved scheme

The Furniture and Furnishings (Fire) ((Safety) Regulations 1998 - It is a criminal offence to let premises with upholstered furniture than does not comply with safety regulations. This law covers such items as beds, headboards, futons, sofas, scatter cushions etc. Most furniture bought since 1988 from a reputable source should be labelled indication compliance.

Fire Safety in property. Any new-build or converted property since 1992 - must be fitted with mains operated smoke detectors on each floor of the building.

Additional Safeguards

Install battery operated smoke alarms on each floor.

Install battery operated Carbon Monoxide Alarm next to gas appliances.

A fire blanket or fire extinguisher should be provided in the kitchen.

Identify, assess and improve upon any potential safety hazard. E.g. frayed carpets, stairs have suitable banisters, cover garden ponds with mesh or netting



At Let sell property we have 4 different types of services to meet your diverse needs

- **Let Only:**

This service is designed to help you manage one of the most important challenges with Letting a property-finding suitable tenants. We charge a small set-up fee for finding tenant, assisting you with property preparation, tenant referencing, drawing up the necessary agreements and preparing the inventory.

- **Rent Collection:**

Collecting rent can be one of the most time-consuming and potentially stressful aspect of being a landlord

- **Fully Managed:**

The fully managed services is ideal for landlords who have limited time to manage their property, We look after every aspect of the tenancy- organising contractors when they are needed, managing day to day issues with the tenants

- **Guaranteed Rent:**

Our exclusive Guaranteed Rent scheme offers the ultimate peace of mind. The scheme offers you as the landlord the benefit of a guaranteed fixed monthly income from your property.

Here's a handy summary of what our services include

Services	Let Only	Rent Collection	Fully Managed	Guaranteed Rent
Full Inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advertise Property and interview prospective tenants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organise tenants references and contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Oversee tenant move in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect rent and landlord by BACS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct regular property Inspection and reports			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handle all tenant queries			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Full Maintenance service			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Cost covered				<input checked="" type="checkbox"/>
Guaranteed rent if property is empty				<input checked="" type="checkbox"/>
Guaranteed rent if tenant is in arrears				<input checked="" type="checkbox"/>
No set up Fees or commission charged				<input checked="" type="checkbox"/>
Guaranteed Start date and fixed Rent payment date				<input checked="" type="checkbox"/>
Guaranteed internal condition of the property				<input checked="" type="checkbox"/>



Landlord Onboarding Checklist

Preparation

i. Presenting your property effectively

The rental market is competitive so in order for you to obtain the best possible tenant you need to make sure your property is well-prepared:

- Neutral colour schemes throughout
- Wood effect flooring throughout (hard wearing) and carpeted bedrooms
- Furnishings, if included, should be able to withstand reasonable wear and tear
- Front door and entrance should be fresh and presentable (first impressions count!)
- The entire property should be clean, well aired and with tidy outside space

ii. Consent to obtain

- Mortgage Provider/ Freeholder (if property is leasehold)- You'll need to obtain written consent to let your property
- Insurance company –You must notify them that the property is to be rented out and obtain appropriate insurance for a tenanted property. (There are specialist insurance companies who can provide this and we are happy to help if necessary.)
- The Inland Revenue – they need to be informed within 6 months of letting your property, flat or apartment in the UK. The Inland Revenue are apt to deal harshly with Landlords who do not declare rental income and it is always best to seek advice on tax planning and Capital Gains Tax from a fully qualified Accountant.
- The Post Office – you can arrange with them to have mail redirected
- Utility Companies (gas, electricity, water, telephone) – you'll need to tell them that someone else will be paying the bills and settle outstanding balances

- The Council – You need to advise them that your tenant will now be liable for Council Tax and settle any outstanding amount. In certain boroughs, you will need to license your property before renting it. Please contact us should you wish to know if this would

iii. Key cutting

It's always sensible to have spare keys and if you decide to use us to manage your property, we will need a set.

iv. To Furnish or Not To Furnish?

Most professional Tenants prefer the property to be unfurnished and it has been found that a Tenant is likely to respect the property more if they have their own possessions. The difference between renting furnished or unfurnished is negligible and the Landlord remains responsible for the repair or replacement of any furnishings which become broken or worn (unless this was caused by a deliberate act of the Tenant – see Damage Deposits).

Income Tax

Income from letting UK property is subject to UK income tax.

If you live overseas we must retain tax on rents received unless you have obtained approval by HM Revenue and Customs (HMRC)

In order to obtain approval you must complete the relevant application form, which you can be found on the HMRC Website.

<http://www.hmrc.gov.uk/international/nr-landlords.htm>

Tenancy agreement

All our tenancies comply with the latest legislations

We are experienced with all types of lets from a standard AST to Company let and other non-standard tenancies.

Deposit & rent collection

We advise that you take a deposit equivalent to 6 weeks rent as deposit together with 1 month rent in advance.

All deposits taken under the Housing Act are protected within a registered tenancy deposit scheme.

Please note that we provide a Let Only, Rent Collection or Full Management service appropriate for your needs.

Our Commitment

We aim simply to provide you with an efficient, professional service
We will ensure that your property complies with all the appropriate legislation.

We hope that you will be impressed by our friendly and dedicated approach.

DATA PROTECTION NOTICE – HOW WE PROTECT YOUR PERSONAL DATA

Introduction

Please make sure that you read and understand this Data Protection Notice as it explains to you what we will do with the information that you give us.

During the application process, it is highly likely that we will need both personal and sensitive data about yourself and anyone else who is involved with the same application.

The Data Controller

The Data Controller will be Let Sell Property Limited.

Protection of Your Personal Data

The security of your personal information is very important to us. All personal information that you supply to us either in respect of yourself or other individuals in connection with your application will be treated in confidence by us and be held for the purpose of processing and administering your application.

This may involve the collection and processing of sensitive data (as defined in The Data Protection Act 1998) and if you complete an application form for a rented property via Let Sell Property, you will be giving your consent to such information being processed by us.

Your personal and sensitive data may also be shared with the underwriter of any related insurance products.

Inaccurate Data

If you believe that we are holding inaccurate information about you, please contact the team responsible for administering your application and they will be happy to correct any errors.

Fraud Prevention Detection and Claims History

If considered appropriate, in order to prevent and detect fraud we may at any time:

- * Share information about you with other organisations and public bodies, including the police.
- * Check and/or file your details with fraud prevention agencies and databases and if you give us false and inaccurate information and we suspect fraud, we will record this. We and other organisations may also search these agencies and databases to:
 - Help make decisions about the provision and administration of insurance, credit and related services for you and any other tenants, occupants or guarantors involved with your application.
 - Trace debtors or beneficiaries, recover debt, and prevent fraud.
 - Check your identity to prevent money laundering unless you furnish us with other satisfactory proof of identity.
 - Undertake credit searches, references and additional fraud searches where considered necessary.

Correspondence

All correspondence sent from Let Sell Property to include all legal documents and updates will be sent to you electronically. Please confirm in writing should you wish to receive this via post.