



LETTINGS
GUIDE FOR A
LANDLORD



Roe & Co
Residential Lettings

Legal Responsibilities

Landlords must ensure tenants safety by doing the following.

- A smoke alarm must be installed on each floor of the property. Carbon monoxide detectors must be placed in rooms with a solid fuel burning appliance such as a coal fire or wood burning stove.
- A gas safety record, carried out by a qualified Gas Safe Engineer, to ensure all gas appliances, pipes and flues are in safe working order. To reduce risk of fire, all furniture must meet safety standards and display the appropriate labels.
- Any electrical devices must be safe for use, and we recommend an Installation Survey or Portable Appliance Testing (PAT) so you can be sure you are compliant.
- The water supply must be working properly to protect tenants from Legionella.
- A Housing, Health and Safety Rating System (HHSRS) allows local authorities to apply a risk assessment on rental properties based on types of hazards. The aim is to maintain good standards in the private rented section. Roe & Co Residential Lettings can help you understand how this legislation may apply to your property.

Energy Performance Certificate - By law, your property must have a valid Energy Performance Certificate (EPC) unless there is a registered exemption. EPCs must be rated A - E in line with MEES regulations.

Right to Rent - The law requires all landlords of private rental accommodation in England to carry out Right to Rent checks for new tenancy agreements to determine whether occupiers aged 18 and over have the right to live in the UK legally. Penalties of unlimited fines and up to 5 years in prison can be imposed for failure to comply with the requirements of the Immigration Act. (There are some tenants who you don't have to check but this depends on types of accommodation).

Contact your lender (should you have a mortgage on your property) - It is important you contact your lender to check you have their permission to rent the property which they have provided a mortgage on.

Information for your tenant

Your tenant must be provided with details of their letting agent. Your tenant must also receive a copy of the Government's How to Rent guide which gives practical advice about what to do before and during a let.

Protecting a tenant's deposit

Most tenancies are assured shorthold tenancies (AST) and as a landlord you must protect the tenancy deposit with a UK government-approved deposit protection scheme which we would arrange on your behalf. A landlord of an AST who doesn't protect the deposit can be fined and it can make it much more difficult to end the tenancy. Deposits must be returned in full at the end of the tenancy, unless there is a dispute about damage caused to the property or unpaid rent.

Repairs

Landlords are responsible for repairs to the exterior or structure of a property. This means that any problems with the roof, guttering, chimneys, drains and walls are the responsibility of the landlord. These could include a cracked window, a faulty boiler, leak in the kitchen or a leaky seal in the window. Landlords are also responsible for keeping the equipment for supplying water, gas and electricity in safe working order. If you choose to opt for Roe & Co Residential Lettings Fully Managed package, this is something we would manage on your behalf.

Accessing the property

As a landlord it is inevitable that you will need to access the property from time to time to carry out repairs and inspections. However, access should not cause unnecessary interference to your tenant and noticed will need to be served to get access. Give reasonable notice and arrange a suitable time with yourself and the tenant, the notice period is usually set out in your tenancy agreement. - find out more about your access rights

Legislation & Regulations

Electrical regulations

You are required to ensure that any electrical devices within the property are safe for use if being left for the tenant. We recommend an Installation Survey or Portable Appliance Testing (PAT) to ensure you are compliant.

Gas Safety

A Gas Safety Record (GSR) is in place to ensure that all gas appliances, pipes and flues are in safe working order. It must be carried out by a qualified Gas Safe Registered engineer. This needs to be checked every 12 months.

Housing, Health and Safety Rating System (HHSRS)

Introduced as part of the Housing Act 2004, the HHSRS allows local authorities to assess the condition of the property and any potential hazards. The aim is to maintain good standards in the private rented sector. We will help you understand how this legislation may apply to your property.

Tenancy Deposit Scheme (TDS)

Landlords and letting agents are required to register a tenant's deposit with an approved Tenancy Deposit Scheme. A Tenancy Deposit Scheme protects the tenant's money and can help to resolve any disputes at the end of the tenancy. We register deposits with the Deposit Protection Service. We will handle the administration of the protection of the security deposit and provide your tenant with all the details of the scheme.

Energy Performance Certificates

An Energy Performance Certificate, or EPC for short, is a report detailing the energy efficiency of a property. It gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years. All landlords are required to purchase an EPC for a property before they let it. It is also a requirement that letting agents display the EPC when marketing the property. If a property does not have an EPC when marketed, the landlord and the agent risk a fine.

Pets

When searching for a good tenant, you have to consider if you would allow them to house their pets. It is important, when considering a tenant's request to have a pet in your property, to weigh up the positives, protection options and things to look out for, as well as doing some background work.

Shorthold or leasehold? - Before you start, check the deeds to your property. If your property ownership is on a leasehold basis, or an older freehold, there may be restrictions on accepting tenants with pets. This is more common within apartments & flats.

Roughly 44% of tenants own pets - We know that you might have reservations when it comes to accepting pets. But with roughly 44% of UK households currently owning a pet* those landlords who accept pets instantly increase their chances of attracting long-term, trustworthy tenants.

Rent negotiations - Tenants may be willing to pay more per calendar month in order to secure a property that will allow pets and to cover any potential issues.

Careful clients - A tenant who is lucky enough to find a pet-friendly property is likely to be the model tenant in order to protect their future rental opportunities.

Ever-present risk - Unfortunately, no matter how much preparation or protection you have in place, there will always be the risk of damage, mess, lingering odours and flea infestations.

Tenancy agreement updates - If you decide to allow pets into your rental property then its worth including a pet clause and expectations in your tenancy agreement along with an additional clause to ensure that any damage is paid for or fixed and that the property is left clean.

Referencing - Consider asking potential tenants for a reference from a previous landlord relating to their pet.

Moving In Checklist

- ✓ Do a thorough check of the property and ensure it is clean and presentable
- ✓ If you were the prior resident arrange to have your mail redirected
- ✓ Transfer utility bills into the name of the new tenant & Inform council tax. (If you are taking out the tenant, find and rental collection/fully managed package, we will inform the utility companies of the new tenant's details)
- ✓ Leave instructions for all appliances with each appliance and make sure all relevant equipment is labelled correctly
- ✓ Copy the house keys so that each tenant and ourselves have a set

We will make sure you we provide your tenants with the following:

- ✓ An Assured Shorthold Tenancy agreement
- ✓ A Schedule 2 Ground 2 Mortgage Notice
- ✓ Energy Performance Certificate
- ✓ How to rent guide
- ✓ Standing Order
- ✓ Smoke alarm checklist
- ✓ An inventory of the property

On the day your tenants move in we will

- ✓ Take final meter readings and give them to you and the tenants
- ✓ Conduct, agree and sign the inventory with the tenants
- ✓ Demonstrate the workings of relevant equipment - alarms, locks
- ✓ Explain how to use any safety equipment - extinguishers, blankets
- ✓ Provide emergency contact numbers and written explanations of how to deal with an emergency in the property
- ✓ Hand over the keys