

LANDLORD GUIDE



WHAT WE OFFER:

Renting out your home or your buy to let property can be a somewhat daunting experience especially if it is your first time. Sometimes you just need someone to talk you through the process. Here's our step by step guide to help you on your way.

Step 1: Book a Free No Obligation Property Consultation

Our experienced agent will pop out to meet you at the property to discuss marketing options and run through all the legal obligations.

Step 2: Choose Your Package

We offer four different packages and prices tailored towards our landlord's needs. We offer listing only, let only, rent collection only or a **fully managed** service to choose from. Once chosen please complete and return your Landlord Agreement along with photo ID, proof of ownership and proof of residing address.

Step 3: Get Your Property Ready

Make sure the property is in tip-top shape prior to the marketing photographs. This way all those maintenance jobs can be ticked off for when a prospective tenant moves in.



Step 4: The Viewings

Once we have qualified any interested parties, we will book in a viewing or Open House. We accompany all viewings weekday, evening or weekends included.

Step 5: The Holding Deposit

Once they have viewed, should a tenant wish to secure the property they will be required to complete our application form and pay a holding fee which is equivalent to one week's rent. This will secure the property for up to 15 calendar days enabling us to complete all the necessary online affordability checks, landlord and employment reference checks.

Step 6: Tenant Referencing

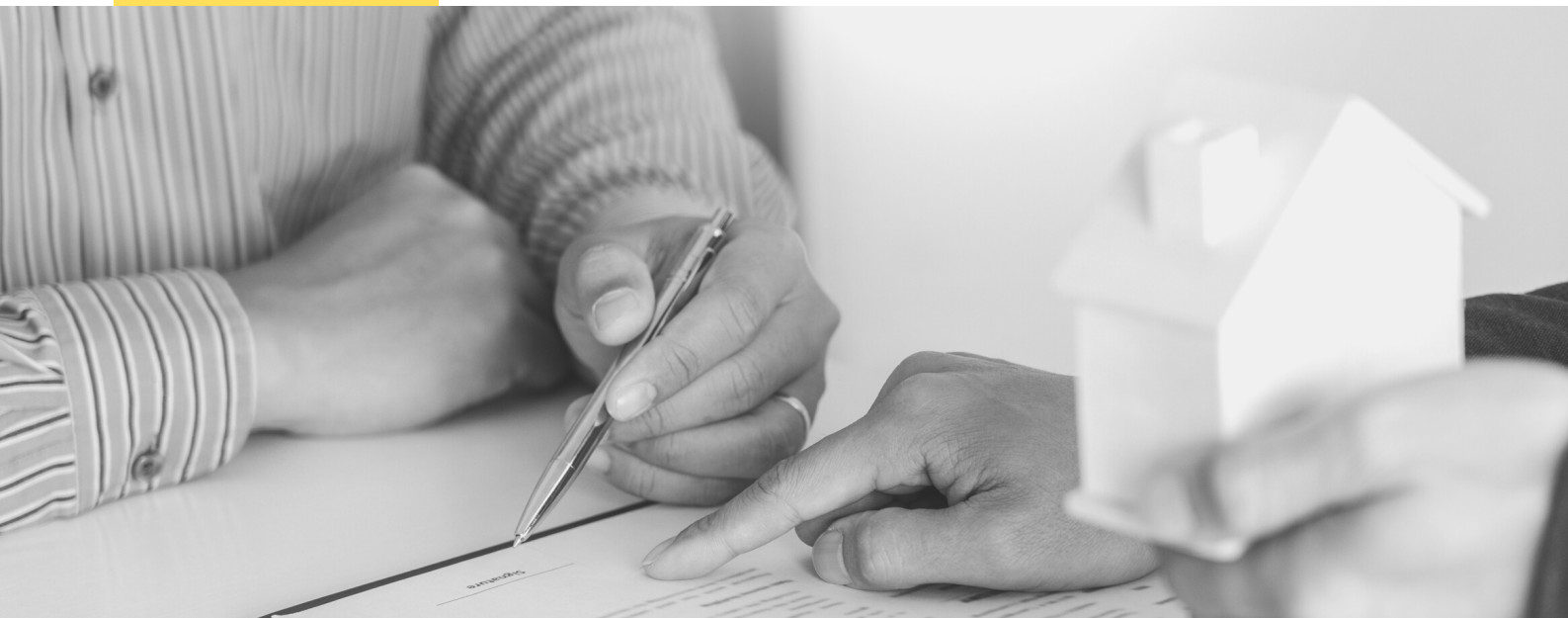
We have stringent requirements that need to be met by tenants before passing the referencing process to ensure that the tenant is a suitable candidate. Once we are happy they have met all the requirements we can look to arrange a move-in date.

Step 7: Get Ready For The Move

Before move-in we require 2/3 copies of keys. Each tenant will receive a full set and we will retain a full set securely in our office.

Step 8: Legal Aspects of Renting

Before a tenant moves in there are a number of safety requirements that need to be met before we are legally allowed to move a tenant into a property. Please check out pages ?-? for reference.



Step 9: The Move In

We will arrange a move in date with the new tenant. Once their deposit and first rental payment is transferred we will prepare the move in pack for them to sign prior to key handover. This includes:

- Assured Shorthold Tenancy Agreement
- Inventory Report detailing the property condition
- DPS Deposit Prescribed Information Incl. T's & C's
- Gas Safety Certificate
- Energy Performance Certificate
- Electrical Inspection/ PAT Test Reports (where req.)
- Government How To Rent Booklet
- Newton & Co Tenant Guide detailing utility/ council tax and other tenant obligations.

Step 10: The Deposit

For those on our fully managed service, we will lodge the tenant deposit sum of one months rent with our chosen accredited Deposit Protection Scheme. Should a tenant moves out, we will conduct a check out report and return or claim back the deposit dependant on the property condition.

Step 11: The Rent Payments

Our fees and any outstanding invoices are deducted from the rent prior to transferring into your designated bank account within 3-5 working days of receipt. You will receive a monthly remittance statement showing payments.

Step 12: The Inspections

For those on our fully managed service we will conduct an inspection after 3 months of the tenant moving in, then again every 6 months. Should any repairs/ works or issues arise you will receive an email outlining the condition prior to any action. Any issues your tenant may have with the property will be managed. We have our list of contractors we work with but if you have your own preferred person, please advise the team.

THE TENANCY AGREEMENT

We produce an Assured Shorthold Tenancy agreement for tenants, we initially start all tenancies on a 6-month tenancy.

A PERIODIC TENANCY

Once the tenancy agreement has expired and the tenants have not signed another fixed term, the tenancy will roll onto a month to month tenancy or 'periodic'. This simply means that both tenant and landlord are not tied into a fixed amount of time, therefore a tenant can give notice on or before the rent due date of any month and a landlord can give a tenant two months' notice on the rent due date of any month.

THE OPTIONS:

Lettings Service Details	Let Only	Rent Collect	Fully Managed
Rental Valuation: Including expert advice on preparation of property for rent, marketing strategy and advice on compliance and safety requirements.	✓	✓	✓
Comprehensive Marketing: Including advertising on Rightmove, Social Media, Newton & Co Lettings website, LED & touch screen window displays, vibrant 'To Let' boards & local area advertising.	✓	✓	✓
Sourcing & Qualifying Applicants: Source & qualify suitable applicants for viewings based on your requirements	✓	✓	✓
Accompanied Viewings: Accompany property viewings and provide feedback to the landlord	✓	✓	✓
Full And Thorough Referencing: Process the tenant application and instruct a specialist referencing agency to undertake credit and reference checks	✓	✓	✓
Arranging Gas & Electrical Certificates: Organise all legally required safety certificates ensuring a property meets legal standards before a tenant moves incl. gas safety certificates, Electrical Condition Reports, EPCs, smoke alarm & PAT tests	✓	✓	✓
Arranging A Professional Independent Inventory: Comprehensive Inventory and photographic property condition report	*	*	✓
Drafting An Assured Tenancy Agreement: Preparation and signing of Assured Tenancy Agreement (AST) on behalf of the landlord including all legal notices	✓	✓	✓
Tenant check-in service: Full check-in and key handover with new tenant/s	✓	✓	✓
Holding And Registration of The Deposit: Collection and registration of security deposit into Deposit Protection Service (DPS)	*	*	✓
Utility Account Management: Advising utility companies of meter readings and local authorities of tenant check-in and checkouts	*	*	✓
Rent Collection & Forwarding the Balance: Collection of the monthly rent and prompt transfer and remittance to landlords, minus agreement fees and deductions with monthly statements emailed or posted		✓	✓
Conducting Property Inspections: Inspection of property quarterly then 6 monthly with a report of property conditions			✓
Organising Repairs & Maintenance: Co-ordinate repair or maintenance issues including arranging for qualified tradesmen to attend the property, obtaining quotes, supervising works and settling accounts from rents.			✓
Tenancy Renewal Negotiations: Negotiation of tenancy renewal and rent reviews			✓
Issue of legal notices: Serving of all legal notices to tenants to ensure you are able to undertake the desired actions			✓
Check Out Service: including full property inspection/inventory check out report at the end of the tenancy, negotiation of deposit return, and if necessary, preparing and agreeing a schedule of costs relating to any damage or unfair wear and tear prior to releasing the Deposit			✓

OUR FEES

FULLY MANAGED

9% per month (based on the monthly rental value).
Plus, the first months rent as a set up fee. Inventory check in/out fee included.

Tenancy Renewal Fee: £120.00(6 mth) / £80 12mth)

If your tenant moves out and a new tenant moves in: the first months rent is chargeable.

LET ONLY

Tenant find only service is charged at one months rent.

RENT COLLECT

6% per month (based on the monthly rental value).
Plus Initial marketing fee of one first months rent.

Without initial marketing just with drawing up of tenancy and deposit details - 50% of the first months rent and then 7% per month.

LISTING ONLY

Upfront fee of £350 to add property advertisement online. Landlord to do all viewings.

OUR FEES

LANDLORD FEES	Fully Managed	Rent Collect	Let Only
Arrangement Fee	1 st Months Rent	1 st Months Rent	1 st Months Rent
Management Fee	9%	6%	N/A
Deposit Protection Fee	Included in package	£90	£90
Tenancy Renewal Fee	£120	£180	£180
Inventory Cost	Included in package	£150	£199
Check-Out Fee	Included in package	£150	£199
Interim Inspection	Included in package	£99	£99
Key Cutting Fees	£30 plus cost of cutting key	£30 plus cost of cutting key	£30 plus cost of cutting key
Gas Safety Record	£90	£90	£90
Gas Safety Record & Boiler Service	FROM £120	FROM £120	FROM £120
Periodic Electrical Installation Certificate	£185	£185	£185
Legionella Risk Assessment	£99	£99	£99
Smoke Alarm	£30 plus cost of alarm	£30 plus cost of alarm	£30 plus cost of alarm
Carbon Monoxide Detector	£30 plus cost of alarm	£30 plus cost of alarm	£30 plus cost of alarm
Energy Performance Certificate (EPC)	£99	£99	£99
Duplicate Rent Statements (price per statement)	£30	£30	N/A
Annual Rent Statements (all statements resent for end of year tax)	£99	£99	N/A

Whether you prefer a hands-on or hands-off approach to property management, we have four distinct packages to suit your needs. See the table above for fee details. We can also offer 'Listing Only' services for 50% of the first months rent to add a property advertisement online. Please call us on 01204 323300 for more details.

LEGAL ASPECTS OF RENTING

EPC

It is a legal requirement that before marketing or renting out a property, a valid Energy Performance Certificate (EPC) is required. This needs to be dated within the last 10 years with a rating of E or above. Please note, in the rare occasion that the rating be below an F you are not legally allowed to rent out a property. This applies to new and existing tenancies. Should this be the case then all the assessors recommended measures will need to be carried out before hand to bring the property rating up. We can instruct an EPC Assessor who charges £99 unless you wish to source your own.

GAS SAFETY CHECKS

When a property is tenanted, and has a gas supply going to it, The Gas Safety Regulations 1998 require that all gas appliances are inspected and checked to ensure they comply with all regulations. By law a Gas Safe registered engineer must complete a check annually to ensure appliances are safe. Should a fault show up on the certificate, the landlord must rectify the issue. We can instruct a gas safe registered contractor once a tenant has been found. This costs £90 for the Gas Safety Record or from £120 if it includes a boiler service, deducted from the first months' rent.

ELECTRIC CHECKS

New regulations propose that, from 1 July 2020, all new tenancies will require electrical installations to be inspected and tested by a qualified person before the tenancy begins. This will then be required every 5 years. If the electrical safety report identifies a fault or potential fault, which the landlord must either investigate further or repair, the landlord must ensure further investigations or repairs are completed by a qualified person within 28 days of the inspection, or within the timeframe set out in the report if this is shorter. We can arrange this on your behalf at a £185.



SMOKE ALARMS

It is now a legal requirement that all rented properties need working smoke alarms. One on each floor. From the time that the tenant moves into the property it is then their responsibility to maintain them. Should you require them installing, we can arrange the contractor to install this for £30+ unit cost.

CARBON MONOXIDE DETECTOR

In October 2015 a new law was introduced in the UK relating to carbon monoxide detectors, this law insists that one carbon monoxide detector must be present in every room where there is a solid fuel appliance, i.e wood burning stove. We would always recommend fitting at least one in all rental properties, including those without a solid fuel appliance. We can arrange the contractor to install this for £30+ unit cost.

LEGIONELLA

There is a legal duty for landlords to assess and control the risk of exposure to legionella bacteria, however Health and Safety law does not require landlords to obtain a 'Legionnaires testing certificate'. Legionnaires' Disease is a potentially fatal form of pneumonia caused by the bacterium Legionella pneumophila. In a domestic setting, it can multiply where there is water stored between 20°C and 45°C. Showers, boilers and other smaller tanks/ pumps may support the growth. You can assess the risk yourself and do not need to be professionally trained or accredited; but if you prefer we can arrange for someone who is to do it on your behalf for £99. For more information, please check the following link:
www.gov.uk/government/collections/legionnaires-disease-guidance-data-and-analysis

DON'T BE DAUNTED BY ALL OF THIS!

IF YOU WOULD LIKE TO TALK TO A MEMBER OF OUR TEAM PRIOR TO MAKING A DECISION ON WHICH OPTION TO CHOOSE, SIMPLY CONTACT OUR OFFICE USING THE DETAILS BELOW. WE'D LOVE TO HELP.



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