



## LANDLORD LETTINGS GUIDE

### **WHAT HAPPENS NEXT**

#### **Marketing Details**

Following your instruction, we will arrange professional photographs and a floorplan. You will be sent a draft of your property details for approval.

#### **EPC**

All rental properties are required by law to have a valid Energy Performance Certificate (EPC).

This rates the environmental impact and energy efficiency of your property on a scale of A-G.

Please note it is unlawful to let a property with an EPC rating of F or G.

We are happy to organise this on your behalf with one of our trusted assessors.

[Buying or selling your home: Energy Performance Certificates - GOV.UK](https://www.gov.uk/buying-or-selling-your-home/energy-performance-certificates)  
([www.gov.uk](https://www.gov.uk))

#### **Finding your Tenant**

As the leading local agent, we have access to a broad data base of high calibre tenants. Our team work closely with relocation agents and major blue-chip companies and have the necessary knowledge and experience required to negotiate with corporate tenants on your behalf.

We market your property on all the major web portals to ensure maximum online visibility, these include Rightmove, Zoopla and On the Market in addition to our own website.

#### **Mandatory Safety Checks**

We are happy to advise and assist on the following compulsory certificates:

##### **Gas**

Gas Safety (installation and Use) Regulations 1988.

These Regulations impose upon landlords a responsibility to ensure that all gas appliances and fixed installations are maintained in good order and checked for safety every 12 months by a registered Gas Safe engineer.

[Landlords - What are your gas safety responsibilities? - Gas Safe Register](https://www.gov.uk/landlords-what-are-your-gas-safety-responsibilities)

### **Electrical certificates EICR**

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

These regulations impose upon you a responsibility to ensure that all electrical installations are maintained in good order and checked for safety at least every 3-5 years. These regulations ensure that the earthing and installation of all electrical appliances within the property are safe and are regularly checked by an appropriately qualified engineer.

[Maintaining electrical equipment safety - Electrical safety at work \(hse.gov.uk\)](https://www.hse.gov.uk/electrical/electrical-safety-at-work.htm)

### **Electrical PAT test**

Electrical Equipment (Safety) Regulations 1984 impose upon you a duty to ensure that the earthing and installation of all electrical appliances within the property are safe and checked by an appropriately qualified engineer.

### **Smoke Alarm/Carbon Monoxide Detectors**

All rented properties will need to have smoke alarms fitted on all floors. It is the Landlord's responsibility to ensure that they are tested and in working order at the start of the tenancy. It is the tenant's responsibility to ensure the batteries are replaced as/when is necessary.

Properties also need to be fitted with carbon monoxide detectors in all rooms where there are gas appliances. Again, it is the Landlords responsibility to ensure they are tested and in working order at the start of the tenancy.

[Smoke and carbon monoxide alarms: explanatory booklet for landlords - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/348222/smoke_and_carbon_monoxide_alarms_explanatory_booklet_for_landlords.pdf)

### **Furniture**

It is the Landlords responsibility to ensure that all furnishings comply with the Fire and Furnishings (Fire) (Safety) Regulations of 1988 as amended 1989 and 1993.

[The Furniture and Furnishings \(Fire\) \(Safety\) Regulations 1988 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1988/1164/contents/made)

### **Consents**

If you have a mortgage, you will need consent to let from your mortgage company. If your property is leasehold, you will also need to check the requirements of your lease with regard to sub-letting and obtain the necessary consent to let from your freeholder.

### **Insurance**

It is the Landlords responsibility to ensure they have the correct Landlords insurance. Please speak with your current insurance company who will be able to advise you.

### **Tax - NRL**

If you are an overseas Landlord, you will need to register with HMRC to ensure that 20% tax is not deducted from your rent payments. If you have previously let through another agent, you will need to inform HMRC that Rampton Baseley are now your agents, so they write to us to confirm your NRL status. Until we receive this letter, we are obliged to deduct 20% and pass these funds to HMRC.

## **YOUR TENANCY**

There are two types of tenancy that can be created for letting residential property:

- Assured Shorthold Tenancy (AST) (which make up the majority of our tenancy contracts)
- Contractual Agreement

[Assured Shorthold Tenancies \(AST\) Explained - Propertymark](#)

[Tenancy agreements: a guide for landlords \(England and Wales\): \(www.gov.uk\)](#)

Different criteria apply for each type of tenancy, depending on whether the tenant is an individual or a company and how much the annual rent is. We will advise you accordingly.

We will negotiate suitable tenancy terms on your behalf.

You will receive written confirmation of all details including start date and notice periods along with any special conditions.

### **References**

We will use a specialist provider to process references for each tenant.

These usually include identity and credit checks, work references including salary confirmation and, where appropriate, a previous landlord's reference.

You will be sent a detailed reference report to approve.

### **Right-to-Rent Checks**

We carry out the Right to Rent checks whereby Tenants must come to one of our offices with their passports and we take copies. For non UK residents we will also obtain their share code to confirm their Right to Rent.

[Check your tenant's right to rent - GOV.UK \(www.gov.uk\)](#)

### **Professional Cleaning**

Prior to the start of the tenancy, it is recommended that a full professional clean, including the steam cleaning of carpets and window cleaning, is carried out before the inventory check in. The tenants are obliged to clean the property to the same standard at the end of the tenancy.

### **Inventory and Check-In**

This is carried out at the start of the tenancy and is highly recommended for any property, whether furnished or unfurnished. The report documents the condition of the property, including carpets/walls/ceilings etc and is essential at the end of the tenancy in order to determine whether there is any damage.

### **The Finances**

We will invoice the tenant for the deposit (usually equivalent to 5 weeks rent) along with the first rental payment (usually the first months' rent) and collect it in cleared funds prior to the start of the tenancy.

We will register the deposit with the Deposit Protection Scheme (DPS)

The Tenant will set up standing orders for future rental payments.

Rent will be paid to you as/when we receive it and can take up to 3 days after receipt of payment.

You will be issued with a monthly statement detailing the rental period and, if managed, any maintenance deductions.

We can supply Landlords on the rent collection or managed service with an annual income report as/when required.

### **Property Management**

Our property management team are located in our Althorp Road. They will visit the property before the tenancy commences to ensure everything is in order and that they know the property should the tenants call with any issues. It is highly recommended, where possible, that you meet with the property manager at the property so you can walk through it with them and so you know who you are talking to during the tenancy.

### **Welcome Letter**

It is important to start a tenancy on the correct footing and we will write to your tenants to ensure they know who their contact will be for the duration of their tenancy and what the procedure is when reporting any maintenance issues for any managed properties.

### **Inventory Check-Out**

This is carried out at the end of the tenancy alongside the original inventory check in and details the current condition of the property.

If your property is managed by Rampton Baseley then our property management team will obtain quotes and negotiate the deductions from the deposit.

If you manage your property yourself, then it is your responsibility to come to an agreement with your tenants and inform us of any agreed deductions.

Should no agreement be reached, then it will be passed to the DPS to make a decision on the allocation of funds and they will request evidence of any related costs and proof of your attempts to reach an agreement of deductions.

## **The Two Services We Offer**

### **Lettings and Rent Collection**

We market your property, find you tenants, organise the paperwork £427 + VAT (£512.40 inc VAT) collect the rent on a monthly basis, register the deposit with the DPS and deduct our fee on a monthly basis for the duration of the tenancy. The tenants would pay the rent to Rampton Baseley. We can supply you with an annual income certificate.

Should there be any maintenance issues during the tenancy, the tenants would contact you directly.

### **Letting, Rent Collection and Management**

We market your property, find you tenants, organise the paperwork £427 + VAT (£512.40 inc VAT), collect the rent on a monthly basis, register the deposit with the DPS and deduct our fee on a monthly basis for the duration of the tenancy. The tenants would pay the rent to Rampton Baseley. We can supply you with an annual income certificate.

We would also arrange the EICR, GSC, EPC, inventory check in, pre-tenancy cleaning and any works required before tenants move in.

During the tenancy, if there are any maintenance problems, the tenants would contact a member of our property management team, who will handle any issues in accordance with your approval.