

GUIDE FOR PROSPECTIVE **LANDLORDS**

These notes are intended to clarify many points or questions that prospective landlords may have about letting their property through Nye & Co Estate Agents. If you have a question or comment not covered by these notes please do not hesitate to contact us, we will be happy to assist you.

1. When letting a property it is important to present the property to a high standard. The better presented your property the easier it will be to find a tenant and the better condition your property will be returned to you in at the end of the tenancy.
2. The property must be clean, if necessary hire professional cleaners. It is the tenant's responsibility to leave the property at the same standard of cleanliness at the end of the tenancy – any further cleaning required at check out will be arranged at the tenant's expense.
3. Electrics, gas, plumbing, waste, central heating and hot water systems must all be safe and in good working order along with any fixtures and fittings or furniture left in the property for the tenancy.
4. The garden should be left as you would expect to find it when you regain possession of the property, if necessary hire professional gardeners to get it up to standard.
5. It may be useful to your tenant to leave them information such as operating the central heating, hot water systems, alarm systems, refuse collection days etc.
6. If your property has a chimney this must be swept annually. Once the tenant moves in this becomes their responsibility, however if you are unsure when it was last done it is best to organise prior to the tenant moving in.
7. As a landlord you have certain responsibilities towards your tenants and it is very important that you are aware of these legal responsibilities.
8. Gas Safety Certificates are a legal requirement for all properties or appliances with gas to ensure they are safe to use and do not leak carbon monoxide.

9. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 mean Landlords are required to provide a minimum of one working smoke alarm per storey of a rental property and a carbon monoxide alarm in any room containing a solid fuel burning appliance. The Landlord must make sure the alarms are in working order at the start of each new tenancy.

10. Electrical Safety Checks are also your responsibility as a landlord. At **Nye & Co Estate Agents** we recommend PAT testing and annual visual inspections as a minimum requirement, but a Periodic Electrical Check carried out every 5 years is strongly recommended (see our electrical document for more information).

11. At **Nye & Co Estate Agents** we provide *Let Only* and *Fully Managed* lets. For *Let Only's* we will promote and advertise your property, carry out viewings, reference prospective tenants, arrange the agreements and check in process, and arrange the check out process at the end of the tenancy with re-advertising if you wish.

12. For *Fully Managed* lets we do all of the above and in addition we will collect the rent monthly from the tenant and pay into your bank account, carry out property inspections approximately every three months, instructing trades people to undertake maintenance issues and repairs as they arise, and serving appropriate notices.

13. Repairs and maintenance are at the landlord's expense unless misuse can be established.

14. You should ensure that you are suitable covered under your insurance policy. Failure to inform them that you are letting out your property could invalidate your policies. You should also inform your mortgage company that you are letting out your property.

15. **Nye & Co Estate Agents** are able to issue the required notice on your behalf to regain possession of your property. We are able to advise you upon which notices need to be served and when.

16. If you are an overseas landlord we will need to see proof that you are entitled to receive your rent tax free. To do this you will need to be given permission by HMRC, to apply for this you will need to fill out the following form:
<http://www.hmrc.gov.uk/forms/nrl1i.pdf>