

Landlords

Your questions answered



1 What do you need from me in order to market my property?

- In order to be able to act on your behalf as agent and start marketing your property, we will need you to **sign our Business Terms & Conditions**.
- For our records, we will require **photographic ID** from you, either in the form of a passport, or current driving license.
- You should ensure that you are suitably covered for letting under both your **buildings and contents insurance**. Note that not all insurance products cover let properties. If you need to arrange cover for specialist landlords building insurance and contents insurance, **legal protection** and **rent guarantee** cover, please ask us for further details.
- If a landlord is out of the country for more than six months as a total in any tax year, then he/she is considered an **overseas landlord**. Landlords are obligated to pay tax if due and must declare their income whether or not they are resident in this country. You will need to apply for approval from the Inland Revenue for us to pay the rent to you without any tax deductions. We can provide you with all the necessary forms that you will need.
- We will require a **set of keys** along with your viewing instructions and alarm codes if applicable.
- From 1st October 2008, it is now required by law that all residential property being let must have an Energy Performance Certificate (EPC) and this must be made available free of charge to the tenant by the landlord. We will need a **current EPC** before we can market your property. Note that EPCs now need to show a minimum rating of E or above.

2 How will you find me a tenant?

- Once we have your instruction for us to let your property we can **arrange to take photos and details ready for marketing**. We will then match your property details to all our relevant applicants registered with us and send them details of your property by email, text message or post.
- We will advertise your property on our www.micawberlettings.co.uk website and then upload it to some of the UK's biggest property websites including **Rightmove, On The Market, Zoopla and Prime Location**. Your property will also upload to the local paper's own website www.worthingherald.co.uk which is powered by Zoopla.
- Your property will appear in our window and a **'To Let' board** will be placed at the property unless otherwise advised.

3 Once Micawber Lettings has found a suitable tenant for my property, what will happen next?

- **You will be notified straight away** and with your agreement we will go ahead and take a holding deposit from the applicant.
- We will then proceed to thoroughly **reference the applicant**, including a full credit check using an external credit referencing company. Copies of ID and residency will also be taken and kept on file.
- We will **draw up the tenancy agreement** as soon as we have received satisfactory references. The tenancy agreement will then be executed and where possible, signed ahead of the commencement of the tenancy.
- All gas appliances and flues in rented accommodation must be checked for safety every 12 months by a competent engineer (on the Gas Safe Register). If you already have a **current gas safety certificate**, then a copy must be given to any new tenant before their tenancy commences. If you have not yet had any checks carried out, we can arrange these for you.
- We ask that you complete a **management information sheet**. This information will enable us to manage your property more efficiently and will include details on how you would like your rental payments transferred.
- **A full inventory** and schedule of condition is recommended in order to avoid misunderstanding or dispute at the end of the tenancy. Prior to check in, we can make an appointment for an inventory to be carried out on your behalf. All meter readings will be recorded on the inventory.

4 What happens on the day the tenant moves in? (Check-in)

- We will meet the tenant at the property to check through any outstanding paperwork, hand over a copy of the inventory and deliver the keys. All relevant safety alarms will be tested. The tenant will have already paid the first month's rental in advance and security deposit into our client account, in cleared funds, prior to the move in day.
- We will arrange for the transfer of Council Tax and **utility accounts** to the tenant.

5 What happens to the tenant's deposit?

- The deposit will be forwarded within 30 days to the government authorised custodial body known as the **Deposit Protection Service (DPS)**. We will inform both you and your tenant in writing as soon as this has taken place.
- **Contact details for the scheme** are as follows:
The Deposit Protection Service:
The Pavilions, Bridgewater Road, Bristol, BS99 6AA
Tel: 0844 4727 000

6 When do I start receiving rent?

- Your first month's rent will be paid to you via bank transfer minus our letting fee, commissions and any other expenses due to Micawber Lettings, once the tenant has moved in. All subsequent payments of rent thereafter will be transferred to you on a monthly basis (please see our Business Terms & Conditions for further details).

7 How will the tenancy proceed?

- Depending on the **level of management** you have chosen with us, will determine how your tenancy proceeds once your tenants have moved in. We offer a Fully Managed, Rent Collection and Introduction Only service. Please check your Business Terms & Conditions for full details of your chosen service.
- In accordance with your chosen level of management, we will liaise with the tenant towards the end of the tenancy and **renew the tenancy** for a further term, if required.
- Again, depending on your level of service, once notice has been given, we will arrange to **check the tenant out** of the property. Please contact us for full details on this procedure.

- If your property is mortgaged, you should obtain your **mortgagee's written consent** to the letting. They may require additional clauses in the tenancy agreement of which you must inform us.
- If you are a leaseholder, you should **check the terms of your lease**, and obtain any necessary written consent before the letting.
- Under **Section 11 of the Landlord and Tenant Act 1985**, you will be expected to keep repaired and in working order the property's exterior and structure – this includes drains, gutters and external pipes, as well as the roof, external walls and foundations. You must also ensure that the installations in the property for the supply of water, gas, electricity and sanitation are in repair and working order – this includes basins, sinks, baths and sanitaryware. Finally, the installations for heating water and heating the premises must also be in repair and working order and where applicable instruction manuals left.
- (See above.) You must ensure that all gas appliances and flues at the property have been checked and certified by a competent engineer (on the **Gas Safe Register**).
- Although you are not required by law to annually test for electrical wiring, all portable appliances will need an **annual PAT test**. It is however your responsibility to ensure all wiring and appliances are safe and where applicable instruction manuals left. We would therefore recommend a **full electrical safety check**, which we are happy to arrange for you.
- **The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 & 1993)** provide that specified items supplied in the course of letting property must meet minimum fire resistance standards. Please refer to our 'Landlord – your essential guide' for full details. We will check safety standards on such items during the inventory. Any furniture that does not apply will need to be removed.
- It is now a legal requirement to fit a **smoke alarm** on each floor of all tenanted properties.
- Information supplied will be held on our computer system in accordance with our company's notification under the **Data Protection Act 1998**.