

**A Landlord's guide to letting with
Gordon Barker : Sales - Lettings - Commercial**



VISITING YOU AND YOUR MARKET APPRAISAL

We will spend as much time as you need, with you and your property ensuring that we are completely familiar with your house, all it has to offer and to understand what it has to offer for new tenants and what type of tenant you envisage living in the property.

We will use extensive research to advise and agree, with you, the best rental price for your property. We have access to historic and recent data on a street by street and village by village basis, so we can discuss the marketing prices of similar properties and compare with yours to get the most accurate price we can to ensure a smooth and successful let.

PRESENTING YOUR PROPERTY TO MARKET

We are experts at presentation; will need to take a number of photos of the property to show it in its best light. Research shows that the combination of the advertised price and good photography will maximise the interest in your property. Each set of details we produce will be hosted on sites including Rightmove.co.uk, www.gordonbarker.com and also a number of social media outlets for added exposure.

MARKETING AND ADVERTISING

Our service is a unique mix of online marketing, high street presence and personal service. At Gordon Barker we are constantly re-examining the best ways to let your property, and each property can take a unique approach. Online portals, e-marketing, detail production and traditional press advertising along with editorials do provide the best mix for our clients.

We produce regular e-marketing and traditional marketing advertising across various media and our High Street offices provide an excellent showcase for your property to be seen by those closest to it. We also keep a regularly updated database of tenants actively looking to buy property in all areas.

PREPARATION

Here at **Gordon Barker** we believe that a successful let begins with preparation; as a Landlord there are variables that you need to be aware of that can directly affect the success of your let. Below is a simple guide to some of these options:

Property Keys

We require at least 3 sets of keys for the property including garage keys, window keys and any padlock or gate keys. 1 set will be given to each consenting adult in the property on the day of move in and a final set to be held by **Gordon Barker**.

Furnishings

A property can be let either furnished or unfurnished as a rule; with a hybrid of the 2 categories being a situation that can be discussed between the parties involved. As an unfurnished let, the landlord would be expected to supply carpets, curtains, blinds, general fixtures and fittings that include light bulbs, lampshades, fitted bath, toilet and cistern, sinks, cooker etc. White goods for the kitchen can be supplied in either the furnished or unfurnished category; the need for white goods to be present at the property can be determined by your requirements as landlord or the needs of the tenant. We believe that flexibility is a key factor in this instance.

Appliances

It is expected that the very minimum of a cooker is supplied for any let. Any other appliances at the property on top of that should be left in full working order with instruction manuals. Electrical testing would be beneficial but not compulsory.

Central Heating

A property must be let with some form of heating to allow a tenant to regulate temperature in the property; whether this be oil heating, electric panel or storage heaters, or the most common, gas central heating, the system must again be in full working order. We would always recommend that it be fully serviced on a regular basis. With gas heating, there is a legal requirement of holding a current landlord's Gas Safety Certificate.

Window Covers

Curtains and blinds are not essential to be at a property for a tenant but it is advised to supply some kind of window covering; i.e. net curtains at the very least. It is expected that if there are not curtains or blinds at the property then a tenant will install them at their own expense but that will generally involve works being carried out by the Tenant(s) on the walls/window alcoves. If you would rather this work be carried out by you or your own contractor or a professional, then it is advised to install curtains/blinds for a tenant prior to them moving in.

Cleanliness

We recommend that your property is professionally cleaned prior to any let and would recommend that you retain this receipt. This will ensure the property is handed to the tenant in the best possible condition. We believe that one of the determining factors in how clean a property is given back to a Landlord at the end of the tenancy is how clean the property was given to the Tenant at the beginning; handing over a clean property will show the tenant how you wish the property to be handed back.

Garden

We would ask that the gardens at your property be passed to the tenant in good condition and advise that you supply general gardening equipment for the tenant in order for them to be able to keep the garden to that standard.

Mail

All mail should be redirected to your new address or home address. Arrangements can be made with the post office for this. Please also contact your bank and any other organisation that sends you regular mail to inform them of your new residence should this be necessary.

OVERVIEW OF SERVICES OFFERED

At **Gordon Barker** we offer 3 main levels of service for your property that can then be tailored to your individual needs:

1- Full management

Under the Full Management service, as Landlord, you will be allowed to enjoy the rental of your property without time consuming and complicated legal aspects of the tenant sourcing and daily management of your property. **Gordon Barker's** extensive full management service is ideal for the busy professional who hasn't the time to manage their property or for the individual without the legal knowhow or experience to protect themselves against adverse situations.

The full management service includes the following (but is not limited to):

- Free lettings appraisal
- Free advertisement and property marketing
- Accompanied viewings
- Full tenant vetting service and tenant selection
- Additional Rent Recovery and Eviction protection option – T+Cs apply
- Professional inventory and schedule of condition
- Tenancy agreement – minimum 6 months
- Gas Safety Certificate organisation – as required
- Energy Performance Certificate organisation – as required
- Collection, registration and protection of security deposit received
- Collection of first month's rent prior to move in
- Collection of subsequent monthly rental payments
- Regular inspections of your property
- Day to day management of your property
- Organising of repairs/maintenance
- Collection of keys, final inspection including Check Out report
- Deposit return from Protection Scheme.

2- Rent Collection

The rent collection service allows you, as Landlord, to manage your property and leave the headache of sourcing a tenant and collecting the rent to **Gordon Barker**.

Rent collection service includes the following:

- Free lettings appraisal
- Free advertisement and property marketing
- Accompanied viewings
- Full tenant vetting service and tenant selection
- Additional Rent Recovery and Eviction protection option – T+Cs apply
- Professional inventory and schedule of condition
- Tenancy agreement – minimum 6 months
- Gas Safety Certificate organisation – as needed
- Energy Performance Certificate organisation – as needed
- Collection, registration and protection of security deposit received
- Collection of first month's rent prior to move in
- Collection of subsequent monthly rental payments

3- Tenant Find

Under the Tenant Find service a suitable tenant is sourced on your behalf utilising the experience, advertising and marketing that **Gordon Barker** have access to. This service allows you with the option to manage the property yourself once the tenant has moved in.

Tenant find service includes the following:

- Free lettings appraisal
- Free advertisement and property marketing
- Accompanied viewings
- Full tenant vetting service and tenant selection
- Additional Rent Recovery and Eviction protection option – T+Cs apply
- Professional inventory and schedule of condition
- Tenancy agreement – minimum 6 months
- Gas Safety Certificate organisation – as needed
- Energy Performance Certificate organisation – as needed
- Collection of deposit and registration and protection if requested.
- Collection of first month's rent prior to move in

Gordon Barker can offer further additions to the Tenant Find service including eviction protection, check out reports, deposit negotiation and the organisation of deposit return but additional fees will be charged for this.

SAFETY REGULATIONS

Below is a description of some safety regulations that will concern a Landlord when letting out their property, it is vitally important that these regulations are adhered to at all times:

THE GAS SAFETY (INSTALLATION & USE) REGULATIONS 1998

It is mandatory that a Gas Safe registered engineer inspects all gas appliances, all pipe work and flues and all Landlord owned appliances; whether fixed or portable, on an annual basis for any property to be rented to any individual or any group.

Gordon Barker offer a service that will ensure this inspection is carried out on an annual basis and a landlord's Gas safety certificate is issued on your behalf. Further details on this service can be found within "Terms and Conditions for Perspective Landlords".

THE FURNITURE AND FURNISHINGS (Fire) (Safety) REGULATIONS 1988 (Amended 1993)

Should a property be let on a furnished basis, or even with individual items of furniture, this regulation will apply. The act will be relevant to any item of soft furnishing that is owned by the landlord and it should carry the required safety label to remain at the property and form part of the let. Items could include any upholstered furniture, mattresses, bed bases, beds, headboards, pillows, sofas, sofa beds and even garden furniture.

Any item that does not carry the required label should be removed from the property or replaced prior to any let commencing.

SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015

This new legislation confirms that all landlords in England will be required to have a smoke alarm installed on every floor of their property and the alarms must be tested at the beginning of every tenancy. Carbon monoxide alarms must be installed in rooms that include any appliances where solid fuel is burnt. Gordon Barker offer a service where we can ensure your property fulfils these requirements and ensure you as landlord are up-to-date.

LEGIONELLA AND LEGIONAIRES DISEASE (HEALTH & SAFETY EXECUTIVE)

This regulation confirms that any individual who provides residential accommodation or who are responsible for the water systems in the property must ensure that the risk of exposure to legionella is properly assessed and controlled. Gordon Barker provide a service where we can organise a fully qualified contractor to review your property and ensure it is completely safe and rectify any issues that may be discovered.

ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR (ENGLAND) REGULATIONS 2020

The Electrical Safety Standards in The Private Rented Sector (England) Regulations 2020 came into force on 1 June 2020. This new regulation will apply to new tenancies from 1 July 2020 and to all existing tenancies from 1 April 2021. This regulation is to ensure that all Private Rental Sector Landlords must have the electrical installations in their properties inspected and tested by a person who is "qualified and competent", at least every five years. Landlords will have to provide a copy of the electrical safety report to their tenants, and to their local authority if requested. **Please Note:** Breaches of the regulations could result in financial penalties of up to £30,000.

FURTHER INFORMATION

There are a number of additional factors that a Landlord must consider when renting out a property, below are a number of such things:

Higher Landlord Consent

A property, which is subject to a mortgage or head lease, may well require a form of consent from the Mortgage Company or higher Landlord in order for the property to be let. **Gordon Barker** strongly recommend any such consent is obtained prior to the property being let out as there will more than likely be financial punishments from the Mortgage Company or higher Landlord should the consent not be obtained.

Insurance

As Landlord you will need to continue to insure both the structure of the building and your own contents within the property. Should you continue with your current insurer then the insurers need to be made aware of a proposed letting arrangement and also when the property is unoccupied prior to the commencement of any tenancy and after a tenancy has ceased.

Financial services

Gordon Barker also have many connections with financial institutions in the local area that offer a wide range of services including mortgages, Landlord and Tenant insurance and we would be more than happy to introduce you, as Landlord, to these to increase your financial security and profit making ability.

Energy Performance Certificate + MEES

Under current laws, since October 1st 2008 and more recent MEES from 2019 / 2020, Energy Performance Certificates have to be carried out on all rented properties in England & Wales, whereby tenancies have been created on or after this date and must meet a minimum energy efficiency standard to comply. This certificate will portray the energy efficiency and environmental impact for the property and show the running costs for heating, hot water and lighting. It will also recommend improvements to save energy, if required. It is important to note that these improvements are only recommendations and are not enforceable unless the property does not meet minimum standards.

Once the Certificate has been carried out, it is valid for 10 years from the date of completion; it is again important to note a fine of up to £2000.00 can be enforced if you fail to have a valid Energy Performance Certificate in place. **Gordon Barker** are happy to assist with the completion of this certificate using our preferred professional.

Rent Guarantee & Eviction Protection

Gordon Barker can provide a comprehensive rent recovery plus policy through Homelet, subject to terms and conditions.

For more information on this product please advise and **Gordon Barker** will arrange for you to see the detailed paperwork surrounding this product.

Security Deposit

A security deposit is collected from your tenant prior to the commencement of the let, in some cases this will not be collected until day of move in with the first month's rent. The deposit is LIMITED to a maximum of 5 weeks rent. Deposits are held within the preferred deposit protection service. The deposit will be returned to the tenant once the final inspection has taken place and the property has been returned in an acceptable condition, allowing for fair wear & tear and subject to any relevant deductions.

Inventory and Schedule of Condition

An Inventory & Schedule of Condition is prepared prior to commencement of tenancy but an independent professional. This document is of utmost importance as it describes, in detail with photographic support, the condition of the property and its contents whether it is unfurnished, part furnished or fully furnished.

Upon move in, the Tenant is handed two copies of the Inventory and Schedule of Condition and asked to check and verify the content, make written amendments where appropriate and return a copy to us within 7 days of move in. After such time it is accepted as stated and the Tenant accepts the document as produced.

Taxation

It is a legal requirement for all Landlord(s) to declare rental income to the Inland Revenue, as it is taxable. However, various allowances can be offset against this income including agent's fees & commissions. Please seek advice from your accountant for further details.

If a Landlord is a not a UK resident, **Gordon Barker** must by law deduct tax at the basic rate from net rental income which then must be forwarded to the Inland Revenue on a quarterly basis. Alternatively, if the non-resident Landlord completes an NRL1 form, the Inland Revenue may grant an exemption certificate whereby the agent will not deduct tax and all rents will be transferred to Landlord as usual. This form can be obtained from HMRC for an Approval Code. Please note if you are a joint owner each Landlord requires their own personal Approval Code.