

TUDOR | Sales
& Lettings



Landlord's Pack

**A guide to letting
your property**

Tudor Sales & Lettings (UK) Ltd – Landlords Service Products

At Tudor Sales & Lettings we specialise in providing a high quality residential letting service to landlords and tenants alike. We present a friendly and professional service to all our clients.

We are an Independent Family Run Residential Sales and Letting Agents, Established in 1993.

From the outset our main business objective was to provide clients with excellent customer service and this is still evident today and remains the main foundation of our business. Tudor's team of Property Professionals are dedicated to seeking out innovative and energetic working solutions in the ever changing property market, whether that be Selling or Renting. We recognise that every client has different requirements and we are able to tailor our service to suit individual requirements.

Our staff are approachable, friendly and here to guide you every step of the way. The team listen to clients concerns when entering into a new property venture, with our experience of the market we can guide you through the process smoothly from start to finish. If you're looking to Sell, Buy or Rent feel free to contact our office for more information.

Tudor are proud members of the Association of Residential Letting Agents (ARLA), and the Property Ombudsman Scheme. Our Licenced Membership of ARLA is a safeguard and gives you the peace of mind that you are dealing with a Professional Agency.

With you every step of the way

Landlords – Renting your property with us

You will receive the highest quality service from our highly trained and experienced team, we offer outstanding coverage across the region, and have a well established database of potential tenants.

- 'No let no fee' basis
- Superior service and expert advice
- Free rental valuation
- Free advertising on our website and national partners
- Specific targeted advertising (as necessary)
- Competitive fees
- Full colour particulars for your property
- Erection of Signboard (where permitted)
- Accompanied viewings
- Extensive mailing lists for maximum marketing, that gets results
- Extensive Tenant Database to further enhance successful letting of your property
- Regular feedback and updates to keep you fully informed
- Property management
- Tenant references obtained on application
- The tenant will be required to pay a bond equivalent to 5 weeks rent + 1 months rent prior to taking possession
- Drawing up of an Assured Short-hold Tenancy Agreement, or other agreement as requested
- Minimum tenancy term of 6 months (longer by negotiation)

Fully Managed Service

- For Landlords using the Managed Service the Bond money held will be lodged with The Deposit Protection Scheme in accordance with government legislation implemented on the 6th April 2007.

Located Tenant Only

For Landlords using the Finders Fee only service the bond will be forwarded to you and it will be your responsibility to lodge the bond money with one of the government recognised bodies.

Our services

At Tudor Sales & Lettings, we offer four bespoke services to landlords

- Fully Managed Service
- Managed Service – Rent collection only
- Locate Tenant Only
- Advertise only

1. Fully Managed Service

This option allows our landlords the opportunity to sit back and let us to take away the 'potential headaches' that sometimes come with letting a property.

As a landlord you benefit from all the tenant locating service whilst allowing us to deal with any 'day-to-day' problems or issues that may arise. We will monitor the collection of rent and being based locally, are always available to deal with any tenant issues quickly and efficiently on your behalf, ensuring peace of mind to both you and your tenants.

We will deposit the Bond Money with a Government recognised body in accordance with new legislation implemented on the 6th April 2007.

We also carry out regular appointed inspections of your property, to ensure your investment is protected and that it is being cared for appropriately.

Fees
Fully Managed Service

Initial fee: -
£325 plus VAT (£390 Inc VAT)
Management fee: - 10% + VAT of rent
received, per month (12% Inc VAT)

Fully Managed Service

- ✓ Wide angle photography
- ✓ Property advertised on Rightmove, On The Market, Social media platforms, shop window and emailed to our extensive mailing list
- ✓ Accompanied viewings
- ✓ Tenant referencing – credit, income and landlord checks
- ✓ Legal documents prepared and signed
- ✓ Documented inventory and date stamp photos carried out prior to tenancy
- ✓ Registering of deposit
- ✓ Collection of rents
- ✓ All tenant issues reported to our office
- ✓ Property inspections

2. Rent Collection Only

We can take care of collecting monthly rental payments on your behalf and will issue landlords statements giving an accurate account of rents collected.

Fees

Rent Collection only

Initial fee: -

£325 plus VAT (£390 Inc VAT)

Rent collection fee: - 6% + VAT of rent received, per month (7.2% Inc VAT)

Rent Collection Only

- ✓ Wide angle photography
- ✓ Property advertised on Rightmove, On The Market, Social media platforms, shop window and emailed to our extensive mailing list
- ✓ Accompanied viewings
- ✓ Tenant referencing – credit, income and landlord checks
- ✓ Legal documents prepared and signed
- ✓ Documented inventory and date stamp photos carried out prior to tenancy
- ✓ Collection of rents

You will be responsible for registering the deposit with one of the government recognised bodies.

T. 01132 823 056

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E. lettings@tudorproperty.co.uk

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3. Locate Tenant Only

This service allows the landlord to benefit from all the points listed on page 1a , but also allows us the opportunity to locate the right tenant(s) for you and your property. All applicants are 'fully vetted' and a recommendation put forward to you for your consideration. The ultimate decision always rests with the landlord, and it will be you that decides who will be successful with their application. We will draw up the tenancy agreement and Inventory, move your tenants into the property and paperwork will be forwarded to landlord for ongoing management. PLEASE NOTE IT WILL BE THE LANDLORDS RESPONSIBILITY TO LODGE THE BOND MONEY WITH A GOVERNMENT RECOGNISED BODY.

Fees
Finder's Fee

£495 + VAT
(£594 inc VAT)

Locate Tenant Only

- ✓ Wide angle photography
- ✓ Property advertised on Rightmove, On The Market, Social media platforms, shop window and emailed to our extensive mailing list
- ✓ Accompanied viewings
- ✓ Tenant referencing – credit, income and landlord checks
- ✓ Legal documents prepared and signed
- ✓ Documented inventory and date stamp photos carried out prior to tenancy
- ✓ Bond transferred to landlord for registering

4. Advertise Only

This service puts you in full control of choosing your tenants and completing all associated works in respect of references and move in documents. We will advertise your property on Rightmove, Zoopla, Prime Location and own website, market to prospective tenants on our mailing list and all leads will be forwarded to you.

Fees Advertise Only

£295 + VAT
(£354 inc VAT)

Advertise Only

- ✓ Wide angle photography
- ✓ Property advertised on Rightmove, On The Market, Social media platforms, shop window and emailed to our extensive mailing list
- ✓ All leads to be emailed to landlord to arrange viewings

Landlords Obligations

Electric

From 1 July 2020, all new private tenancies in England will need to ensure that electrical installations are inspected and tested by a qualified person prior to the start of a new tenancy.

The landlord will then be required to ensure that the installation is inspected and tested at least every five years, and more regularly if the most recent safety report requires it.

A breach of the regulations could see landlords fined up to £30,000.

Insurance

The landlord should have adequate Buildings and Contents insurance, which covers residential lettings and the insurer should be advised.

Energy Performance Certificates

As from the 1st April 2018 there will be a requirement for any properties rented out in the private rented sector to normally have a minimum energy performance rating of E on an Energy Performance Certificate (EPC).

It will be unlawful to rent a property which breaches the requirement for a minimum E rating, unless there is an applicable exemption.

Landlords who fail to adhere to the regulations could face fines of up to £5,000.

The EPC will remain valid for 10 years.

Gas

It is a legal requirement that gas appliances, pipework, flues and vents must be tested annually, and you must give your tenants a gas safety certificate before they move in.

Landlords can be fined up to £5,000 for failure to do so, or even a custodial sentence.

Smoke and Carbon Monoxide Detectors

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 have been approved by parliament. Private sector landlords are required from 1 October 2015 to have at least one smoke alarm installed on every storey of their properties and a carbon monoxide alarm in any room containing a solid fuel burning appliance (e.g. a coal fire, wood burning stove). After that, the landlord must make sure the alarms are in working order at the start of each new tenancy. The requirements will be enforced by local authorities who can impose a fine of up to £5,000 where a landlord fails to comply with a remedial notice.

Furniture and Furnishings Fire safety regulations

Legionella Risk Assessment See health and safety executive guidance

Inventories

To protect our landlords interests, we strongly recommend a professional inventory at the start of every tenancy. Our inventories are carried out by an independent, external inventory clerk and are extremely detailed, providing a comprehensive record of the property's condition before the tenant takes possession.

Each inventory includes written descriptions and photographic evidence, ensuring clarity and transparency from day one. This level of detail is invaluable should any issues arise at the end of the tenancy and provides essential protection for landlords when making any future deposit claims.

An example inventory can be provided on request so you can see first-hand how thorough these reports are. There is a cost for this service; please speak to a member of our team for full details and current pricing.

Helping your tenants

1. Ensure the property is in a clean and tidy condition at commencement of tenancy
2. Ensure gardens are in a good state of keeping in accordance with the season
3. Provision of general waste bin and recycling bin on site
4. Provide location of stop cock in case of emergencies
5. Provide location of fuse box
6. Provide location of gas, electric and water meters as applicable
7. Supply instructions for use of boiler
8. Supply instructions & codes for alarms
9. Supply instructions for all appliances provided in the property for tenant use
10. Supply 2 sets of keys for tenants
11. Supply 1 set of keys for our store in case of emergencies
12. Supply parking permits if applicable

Legislation for Deposits/Bonds

As of the 6th April 2007 the government ruled that a tenancy protection deposit scheme must be implemented where a deposit is taken by a landlord or letting agent. This legislation is to ensure that tenants on an Assured Short-hold Tenancy who have paid a deposit are entitled to receive all or part of the fee returned at the end of the tenancy.

The scheme we have adopted to use is 'The Deposit Protection Service', this is the only Government authorised service without membership fees, applications fees or pre-tenant charges for protecting deposits. Therefore, all deposits collected after 6th April 2007 will be forwarded to the said scheme.

According to the new legislation within 14 days of taking the deposit the tenant must be provided with the following details regarding the deposit.

1. The contact details of the tenancy deposit scheme.
2. The landlords contact details.
3. Details of how to apply for the release of the deposit.
4. What to do if there is a dispute about the deposit.

At the end of the tenancy the landlord and tenant should be in agreement as to whether any deductions are necessary and apply for the release of the deposit from the scheme. Landlords, agents and tenants can all request the repayment of a deposit to the appropriate parties at the end of a tenancy – either jointly or independently, online or by telephone. When one party requests a repayment, the other needs to confirm whether they agree with the proposal, by completing an acceptance form – either online or by post. All deposits are repaid within 10 working days of the correctly completed acceptance form being received by The DPS.

If however there is a dispute and an agreement cannot be reached between the said parties the scheme holding the deposit will provide a free resolution service and the monies will be held by the scheme until resolved.

May we take this opportunity to draw your attention to the following paragraph which explains the penalties if the new legislation is not put into practice:-

Failure to comply carries the following penalties: Where the landlord does not inform the tenant of the whereabouts of the deposit, the tenant can apply to the local courts. The courts can then order the landlord to either repay the deposit or get it protected. If the courts wishes are not carried out within 14 days the landlord will be ordered to repay three times the amount of the deposit to the tenant within 10 days. Furthermore where the deposit has not been protected the landlord can not evict the tenant using a Section 21. Therefore, by not securing the deposit you will not be able to get your house back and face a large fine

Terms Of Engagement

Rental Property: _____

Landlord: _____

Address: _____

1. I/We confirm that you have full authority and consent to rent out the above mentioned Property.
2. On receiving your instruction to market the property, you give authority allowing us to erect a To Let board at the property in any position we consider appropriate. You agree not to instruct any other agent to place a board at, on or near the property.
3. I/We authorise Tudor Sales & Lettings to prepare the Lease Agreement on my/our behalf.
4. I/We authorise Tudor Sales & Lettings to deduct the Initial Fee +VAT Inc VAT
5. Ongoing Monthly Management Commission + VAT as agreed from the monies received.
6. In the unlikely event of any legal action being required, e.g. to remove a defaulting tenant, I/ We agree to cover any subsequent legal costs.
7. I/We agree to give two clear months notice to withdraw the property from the Managed Service.
8. We will require two forms of I.D to confirm your address; this must be an up to date passport, U.K /EU driving licence or current utility bill not older than three months.
9. Billing period rent received 14th-25th paid to landlord on the 28th of the month Billing period rent received 26th-13th paid to landlord on the 15th of the month.
10. For overseas landlords, additional bank charges may apply.
11. I/We agree to pay the cost of the check in inventory.
12. On a Finders Fee Service, it is the landlords responsibility to register the deposit with one of the Government Recognised Bodies.

Uk Resident Landlord

Non Resident Landlord

Signed on behalf of the Agents: _____

Date: _____

Signed by the Landlord: _____

Date: _____

Print: _____

Acceptance Form

Property Address: _____

Alarm Code: _____

Furnished: _____ Unfurnished: _____

Gas: _____ Electric: _____

Water Meter/Rates: _____ Council Tax Band: _____

Local Authority: _____

Landlords Name: _____

Correspondence Address: _____

Contact Numbers: _____

Email address: _____

Please tick service required

Managed

Finders Fee

Advertise only

Rent Collection

Legal Requirement

EPC Certificate Enclosed

Gas Certificate Enclosed

Electrical Certificate Enclosed

Signed: _____ Date: _____

Signed: _____ Date: _____

Bank details – in order to deposit monies collected on your behalf from tenants, please provide the following:

Bank Name: _____

Address: _____

Account Holder Name: _____

Sort code: _____ Account Number: _____

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TUDOR | Sales & Lettings

We know that when it comes to renting, everyone is different.

That's why our approach is different.

Since 2008, our team of excellent property professionals have been offering a tailored service to meet the needs of our customers, always looking for innovative and efficient ways to work within the rental market.

We know you'll have concerns – we will listen and use our extensive experience to make sure we guide and support you through the process from start to finish.

Our team can help with:

- **Valuing your property for rent**
- **Managing the whole lettings process, from advertising and securing viewings, through to getting you the best out of your investment**
- **Helping you find your perfect tenant**
- **Letting out your residential or commercial property**

We are a multi-award winning proud member of the Association of Residential Letting Agents (ARLA), and the Property Ombudsman Scheme. Our Licenced Membership of ARLA is a safeguard and gives you the peace of mind that you are dealing with a professional agency.

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