

When preparing to let your property the following points have been prepared to assist you:

- 1. Arrange a valuation:** Contact LewisGray Estate Agents to arrange a current and realistic valuation of your property.
- 2. Contact your mortgage company:** Most mortgage products will allow a property to be let however you must notify the lender of your intentions. Sometimes a fee is payable and on the rare occasion a switch of mortgage product may be required.
- 3. Relevant Insurances:** For your own protection you must ensure your current buildings and contents insurance will cover a let property. If not, you will need to change your insurance policy so that you are covered.
- 4. First Impressions:** As with all things, first impressions are very important. It is advisable to decorate the property in a neutral colour and to leave all the rooms clean and tidy. This also assists in the furniture upkeep of the property, especially if you are using the same paint throughout. Any defects requiring maintenance should be dealt with prior to letting.
- 5. Safety Measures:** Safety is the number one concern and as such should be taken seriously. You will need to make sure that there are both a functioning smoke/fire alarm and also a CO2 detector (if gas is connected) If the property is furnished, the furniture will need to adhere to the relevant fire safety regulations.
- 6. Tax:** You will need to liaise with the Inland Revenue to discuss any tax implications letting your property may have, as you may be taxed on additional income.
- 7. Inspections:** The property's electrical supply and appliances need to be checked by an NICEIC qualified electrician. Any gas appliances, heating systems etc are required to be checked by a CORGI registered qualified engineer. The certificates for both services need to be carried out prior to letting and thereafter on a yearly basis.
- 8. Mail:** Remember to redirect your mail to your new address. Any mail that falls through the loop will be forwarded on to your correspondence address.
- 9. Keys:** LewisGray will require three sets of keys for the property, one for the tenant, and two sets to be held by LewisGray, one for tradesmen access and a master set to ensure we always have a set on site in case of emergencies.

Full Property Management Service Breakdown

LewisGray Estate Agents charge an initial one off fee of 50% +vat of one months rent - then 10% of the monthly rental income inclusive of vat for the fully managed service.

- 1. Advertising & Marketing:** Includes full colour window displays, advertisements in the local press, internet coverage including www.lovejoystevens.com & www.primelocation.co.uk and access to a current database of ready and waiting tenants.
- 2. Rent Valuation and Advice:** We will assess your property and offer advice on its current rental value and pre-rental preparations.
- 3. Accompanied Viewings:** A member of our team will accompany viewings on all occasions.
- 4. References & Credit Search:** We will interview prospective tenants and undertake extensive credit checks via a reputable referencing agency. ID, income verification and personal references will also be taken.
- 5. Tenancy Agreement:** We will compile a Tenancy Agreement for the property in accordance with current government legislation and safety regulations.
- 6. Inventory & Photographs:** A fully inventory will be taken along with photographs of the property detailing the various items and conditions.
- 7. Liaise with Utility Services:** We will liaise with all Utility Companies and keep them informed of the property's current occupier and the relevant information.
- 8. Collection of Rent:** Collection of monthly rent, which will be banked accordingly.
- 9. Regular Inspections:** Bi-annual inspections will take place to review the condition of the property and report back to the Landlord.
- 10. Gas/Electrical Safety Inspections:** These are yearly that are required by law to be carried out. Either the landlord can arrange this or we can do it on their behalf.
- 11. Inventory Inspection upon Termination:** All items on initial inventory will be checked and a report generated detailing the condition of these items.
- 12. Forwarding on Mail:** All mail that is delivered incorrectly to the property will be forwarded on to the landlord.
- 13. Arranging Contractors for Maintenance Work:** We will agree with the landlord the level of our responsibility in organizing repairs using our approved Contractors or those nominated by the landlord and co-ordinating repairs.

Our Promise To You

Our main aim at LewisGray Estate Agents is to locate a suitable tenant for you within the shortest timescale possible and to facilitate their move with ease.

We will provide you with full colour particulars for your property to include photographs and room measurements. This will be provided within seven days of taking the initial property details.

We will actively market your property via telephone, internet and newspaper advertising. Upon obtaining a viewing instruction we will arrange and attend the viewing. We will keep in regular contact with you throughout the whole process and will make sure you are made aware of all viewings and any issues that may arise regarding the letting of your property.

Before agreeing to let your property to a potential tenant we will insist on seeing several forms of identification including photographic and proof of residence from the tenant. We will then use this information to perform a credit check to confirm the authenticity of the application.

Below and on the following page you will find a brief matrix detailing the two packages we offer and the benefits of both.

Full Management & Introduction Only:

	Full Management	Introduction Only
Advertising & Marketing	Yes	Yes
Rent Valuation & Advice	Yes	Yes
Accompanied Viewing	Yes	Yes
References and credit search	Yes	Yes
Tenancy Agreement	Yes	Yes
Liaise with Utility Services	Yes	No
Inventory and Photographs	Yes	No
Collection of Rent	Yes	No
Arranging Contractors for Maintenance work	Yes	No
Regular Inspections	Yes	No
Gas/Electrical Safety Inspections	Yes	No
Inventory Inspections	Yes	No
Re-Letting	Yes	Yes
Forwarding of Mail	Yes	No
OUR FEES	50% of one months rent – then 10% of the monthly rent	75% of one months rent

For a full breakdown of costs for these packages please contact us on 01373 455440

Introduction Only:

For a 'one off' fee equivalent to 75% of one months rent + vat, we will carry out the following checks to ensure your tenant is able to afford to rent your property.

- 1. Advertising & Marketing:** Includes full colour window displays, advertisements in the local press, internet coverage including www.lovejoystevens.com & www.primelocation.co.uk and access to a current database of ready and waiting tenants.
- 2. Rent Valuation and Advice:** We will assess your property and offer advice on its current rental value and pre-rental preparations.
- 3. Accompanied Viewings:** A member of our team will accompany viewings on all occasions.
- 4. References & Credit Search:** We will interview prospective tenants and undertake extensive credit checks via a reputable referencing agency. ID, income verification and personal references will also be taken.
- 5. Tenancy Agreement:** We will compile a Tenancy Agreement for the property in accordance with current government legislation and safety regulations.

Gas Safety (installation & Use) Regulations

These regulations deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on landlords to ensure that gas appliances, fittings and flues provided for tenants to use are safe.

Where a property is rented, an annual gas safety inspection is required to be carried out by a qualified engineer (CORGI registered).

Which gas equipment is not covered by regulations?

- Appliances owned by the tenant.
- Flues/Chimneys solely connected to an appliance owned by the tenant.

Which gas equipment is covered by the regulations?

- Any appliances and flues serving 'relevant premises'. This might include central heating boilers not installed in the tenants' accommodation, but used to heat them.

The Gas Safety Check

- In general this will include checking the operation and safety of devices/appliances, an inspection of combustion, a pressure test, flue test and vent check.
- The landlord must keep a record of each safety check for at least two years, detailing defects identified and remedial actions taken.
- The landlord must issue a copy of the safety certificate, along with all other paperwork related to gas safety in the premises, to the Management Company's existing tenants within twenty-eight days of the check being completed or to any new tenant before they move in.

The Electrical Equipment Regulations 1994

Summary

These regulations state that all electrical appliances or equipment supplied in the course of business must be safe. This applies to all appliances supplied in rented accommodation and these appliances must be checked on a yearly basis. LewisGray can organise for a qualified electrician to carry out a safety check as part of our Property Management Service.

Fire & Furnishing (Fire) (Safety) Regulations 1988

Summary

This regulation was introduced to ensure that all newly produced furniture, furnishings and other products containing upholstery had the adequate level of fire resistance.

1993 Amendments

From 1993 it became necessary for landlords to ensure all furnishings in their residential let accommodation complies with regulations introduced in 1988.

These regulations apply to:

- Beds, headboards of beds and mattresses.
- Sofa beds, futons and other convertibles.
- Nursery furniture.
- Garden furniture, which is suitable for use in the dwelling.
- Scatter cushions and seat pads.
- Pillows.
- Loose and stretch covers for furniture.
- Extra or replacement furniture purchased for rented accommodation.

These regulations do not apply to:

- Furniture made before 1950.
- Bedclothes including duvets.
- Loose covers for mattresses
- Pillow cases
- Curtains
- Carpets
- Sleeping bags.

What to look for:

Each item of furniture or furnishings will have a label attached to it stating compliance with the regulations. Look for statements such as:

- Foams and fillings pass the test.
- Upholstery (covers and fillings) is cigarette resistant.
- Covers are match resistant.

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