

## Our Services

### Let Only

Our Let Only service is charged at **75%** of the first monthly rental. You will also pay a sum of **£300.00** for the administration involved in setting up the Tenancy. The service we will provide is as follows

- Provide a Free Lettings Appraisal on your property
- Take internal and external photographs
- Advertise for tenants via the internet
- Erect a 'To Let' board, if appropriate
- Arrange and accompany viewings
- Provide feedback on viewings, if possible
- Negotiate offers
- Fully reference the tenants and guarantors if one is required
- Prepare and Assured Shorthold Tenancy Agreement for the Landlord and Tenant to sign
- Collect the initial months rent and deposit
- Register the deposit

### Rent Collection

Our Rent Collection Service is charged at **12.5%** per calendar and is deducted on a monthly basis. You will also pay a sum of **£300.00** for the administration involved in setting up the initial tenancy. We will:

- Collect the rent and forward to the Landlord
- Advise the Landlord of any late payment
- Chase non payments of rents via letters, email and/or telephone
- Provide a Free Lettings Appraisal on your property
- Take internal and external photographs
- Arrange and accompany viewings
- Negotiate offers
- Prepare an Assured Shorthold Tenancy Agreement for Landlord and Tenant to sign
- Send a Welcome Letter to the tenant advising of contact details including those of the person managing the property, if it is not Redlet.

### Full Management

Our Full Management Service is charged at **15%** per calendar month and is deducted on a monthly basis. You will also pay a sum of **£300.00** for the administration involved in setting up the initial tenancy. In addition to the services supplied by the Let Only and Rent Collection Service we will:

- Deal with any maintenance issues that arise during the tenancy

- Arrange for a registered Gas Safe engineer to carry out the Gas Safety Checks each year and deduct this from the rent
- Inspect the property every four months
- Notify the Utility companies and the Council of a new tenant
- Issue Section 21 Notices under the Housing Act 1988 for tenants not in breach of their agreement (we need at least ten weeks before you wish to take possession)

All services include photography, Premium Listings on Rightmove, professional floorplans.

### **Property Inspections**

For Fully Managed properties we will carry out inspections periodically, approximately every four months to ensure the tenants are maintaining the property to a reasonable standard. If you would like us to carry out a more frequent inspection then we will be happy to do so but this will incur an additional charge of **£70.00**. We can also offer this service to landlords who wish to manage their own properties.

### **Inventories**

An inventory is necessary in all cases in order to avoid deposit disputes. Inventories should be produced to record all items of furniture, fixtures and fittings and their condition noted. Inventories must also detail all soft furnishings showing that they comply with current legislation. Our Independent Inventory Clerk will provide this.

### **Renewal**

Unless the landlord specifies that the property is required back on a certain date Redlet will continue letting and re-letting the property until advised otherwise in writing by the landlord.

We will endeavour to ensure that all documentation relating to a Tenancy Renewal is received, however, if the tenant fails to return the Tenancy Renewal, the tenancy will continue as a periodic tenancy until either party gives notice in writing.

In order to renew the tenancy, we will charge a fee of **£125.00** for the administration.

### **Termination**

Either party has the right to terminate this agreement in writing upon the tenants vacating the property or if the other party breaks any important terms or conditions of this agreement during a tenancy where financial compensation is wholly inadequate.

For as long as your tenant remains in the property, you are entitled to pay our fees. All monies owed to us under the agreement up to the date of termination of the agreement must be settled in full.

### **Deposit**

Redlet are members of the Deposit Protection Scheme. All deposits will be lodged with the Deposit Protection Service. At the end of the tenancy the deposit should be returned within ten working days. We reserve the right to alter these Terms of Business on giving you written notice.

### **Energy Performance Certificate**

Since the 1st of October 2008 any landlord that markets an investment property for letting needs an Energy Performance Certificate (currently last ten years). Otherwise they risk a **£200** fine from the Local Trading Standards Officer

### **Fire and Furnishings (Safety)**

Regulations 1988 (Amended 1993): The landlord must ensure that all soft furnishings such as settees, sofas, beds (including divans, mattresses and padded headboards), padded chairs, pillows, cushions and so on must comply with the Fire Resistance requirements contained within the regulations. Items of furniture made prior to 1950 are termed antiques and as such are excluded from the regulations. All non-compliant furniture must be removed.

### **Gas Safety (Installations and Use)**

Regulations 1994 (Amended 1996): The landlord must ensure that a qualified Gas Safe engineer checks all gas appliances and installations within the accommodation on an annual basis for its safe use. The engineer must issue a certificate and a copy must be made available for the tenant. We are unable to let a property without sight of the certificate prior to the commencement of the tenancy.

### **Electrical Equipment (Safety)**

Regulations 1994: The regulations require that all electrical equipment left at the property is safe and of no risk or injury to human or animal, if it should happen then it would be the landlords duty to prove that the electrics were safe. Failing to ensure that electrical equipment and appliances are safe is a **criminal offence**. Redlet, therefore strongly recommend that the landlord have all the electrical appliances and circuits certified by a suitably qualified electrician before the commencement of the tenancy.

### **Overseas Landlord**

Redlet will retain funds from the rental income on those properties where the landlord is residing abroad, sufficient to cover the landlords tax liability in relation to the letting of a property under management, unless we have received the appropriate exemption certificate from the Inland Revenue. We would advise that you seek advice from a tax advisor.

### **Prior to Letting**

The property must be in good repair. All electrical and gas appliances must be in full working order, serviced and checked with clear instructions for their use. Properties must be domestically clean to a professional standard or alternatively Redlet can instruct a professional cleaning company on your behalf. In addition, the garden (if any) should be left in good seasonal order.

### **Insurance**

The property and its contents should be comprehensively insured to include Third Party and Occupiers' Liability risks. Failure to inform Insurers that the property is let may invalidate your insurance. Landlords should obtain detailed advice from their insurers as to the nature and extent of insurance cover required. Tenants are responsible for insuring their own possessions under separate contents cover.

Joint Ownership: In the case of joint ownership, the consent of all joint owners is required. All joint owners should sign these Terms and Conditions and be named in the Tenancy Agreement.

### **Additional Charges:**

**A list of options for our additional charges for landlords to pick and choose, some options will already be included in our fully managed rent guarantee package:**

Inspections -	£70.00
Check in with meter readings -	£80.00
Check out with meter readings	£80.00
Gas safety check and service	£105.00
Electrical conditions report	£160.00
Issuing a section 21 -	£65.00
Filing deposit with DPS	£60.00
Renewal of contract	£125.00
Energy performance certificate	£100.00
Tenancy changing to a Periodic tenancy	£40.00
Legionnaires water testing	£75.00
ANNUAL SUBMISSION OF NON-RESIDENT LANDLORDS TO HMRC	£60.00
Portable Appliance Testing	£95.00
Attending legal proceedings	£100.00 per hour
Negotiating deposit deductions	£65.00
Unfurnished Inventories go up £15 each room:	
2 bedroom	£200.00
3 bedroom	£215.00
4 bedroom	£230.00
5 bedroom	£245.00
Furnished Inventories go up £15 each room:	
2 bedroom	£215.00
3 bedroom	£230.00
4 bedroom	£245.00
5 bedroom	£260.00