

Pennycuick Collins

Chartered Surveyors

Residential Lettings

Marketing and Valuation Information

About Pennycuick Collins



Our aim is to Offer the Highest Standard of Customer Service to all Landlords and Tenants alike.

Residential Lettings at Pennycuick Collins have a highly driven team that can offer an active tenant finding service for all landlords/Homeowners who have properties to let and offer a professional management service to both the landlord and their tenants. We manage properties, rent collect and find tenant only service. We offer a personal service tailored to your requirements whether you are tenant or landlord.

We are members of.....



Pennycuick Collins is a multi-disciplined practice offering specialist expertise in the following fields:

- Residential Lettings and Management
- Residential Service Charge Management for Blocks of Flats and Estates
- Commercial Property Management including Service Charge Administration and Management of mixed-use and single use developments
- Residential Professional Services, including all types of Valuation, Survey and Agency Facilities for Lettings and Sales
- Building Surveying Services of all types
- Freehold/Lease Extension valuation, negotiation and Tribunal Representation, under the Leasehold Reform Act Legislation, including Collective Enfranchisement
- Advice on Compulsory Acquisition and Compensation Claims
- Disposals of all types of property and property interests by regular public auction through our dedicated Auctions Department
- Expert Witness Submissions
- Investment Advice
- In addition we undertake Planning and Development work, including Acquisition/Disposal and most other "General Practice" designated work

The Services We Deliver

Fully Managed Service

We cater for clients with portfolios ranging from single dwellings to multi-lets – we are happy to tailor our service to your needs.

Getting Started

- Professional assessment of rental value
- Expert advice and guidance on getting your property ready for rental

Marketing

- Advertising tools including: rightmove.co.uk, zoopla.co.uk (Zoopla also includes - Yahoo UK and Ireland, -Msn, Sky, Virgin Media, homes24.co.uk, ukpropertyshop.co.uk, our own website and 'To-Let' boards -Newspaper Advertising and Accompanied viewings

Tenant Referencing

- We use a professional referencing agency to carry out financial and personal checks.
- Recommending suitability of prospective tenants

Prior to Letting

- Obtaining a gas safety certificate and electrical safety certificate
- We are FSA regulated and provide specialist Landlord Buildings insurance
- Organising and Energy Performance certificate

Tenancy 'Sign Up'

- Full completion of ARLA Tenancy Agreement (compliant with Unfair Terms in Consumer Contract Regulations)
- Preparation of thorough inventory and schedule of condition to include photos
- Advising utility companies of new tenancy

Rent Collection and Payments

- All tenant's rent is due on the first of every month and in order to achieve this a standing order form is provided at the time of sign up
- Landlords are paid by BACS or by cheque as required by 15th of the month and payments are accompanied by a rental statement

Routine Visits

- Regular routine visits are carried out to ensure properties are being well looked after by the tenant but also to comply with your responsibilities under the Landlord and Tenant Act 1985 thus ensuring that the landlords' obligations are being fulfilled as legally required

Repairs

- Tenants' first port of call when it comes to reporting a repair is us. At this stage, depending on Landlord/Agent agreement, we shall either consult with you or instructions will be given to one of our many 'approved' contractors – all of which have full insurances, risk assessments and method statements

- A full 'Out of Hours' emergency repair service is provided
- We have an onsite Building Surveying Team who are at hand to help with specialist repairs such as damp, subsidence and refurbishments. (Subject to an additional fee.)

Rent Arrears and Repossession

- Our fully qualified ARLA team members have a strict arrears procedure (following the letter of the law)
- Seven and fourteen day letters, telephone calls and red rent reminders are all used as a tool to chase late rent payments. As soon as the law permits the service of a Section 8 Notice is undertaken. (Housing Act 1988 as amended 1996). Once this has expired we will deal with all the paperwork necessary and instruct solicitors on your behalf. From this point forward and up to obtaining court judgement and eviction order regular contact is kept between landlord, agent and solicitor

Tenancy Expiry and Tenant Vacation

- Once a tenant has given Notice to quit the landlord is notified immediately and if required we can commence re-marketing forthwith
- The tenant is provided with a full list of expectations on how the property should be left upon vacation – all of which are reminders of the obligations in the tenancy agreement.
- Full check-out inspections are carried out upon return of the keys
- Negotiating and dealing with deposit return and instructing any works needed – i.e. cleaning, tenant damage, using the surety deposit as payment
- Providing a schedule of dilapidation and recommendations of work for re-letting your property where necessary

Fees

Initial Letting / Setting Up Fee Managed only£350 plus VAT
(To include all services listed above and settled from first rent payment)

Management Fee.....10% plus VAT
(Deducted from gross monies collected)

Let Only Service

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Fees

- Letting / Setting Up Fee.....65% of month 1 rent or £300 Minimum (*To include all services listed above and settled from first rent payment*)

Inventory

- Preparation of inventory and schedule of conditions to include photos at an extra cost of £50.00 plus VAT.

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Initial Letting / Setting Up Fee Rent Collection only£250 plus VAT
(To include all services listed above and settled from first rent payment)

Rent Collection.....8% plus VAT (Deducted from
gross monies collected)

Renting Your Property – A Landlord's Guide

Consent to Let

Before going ahead and letting your property you are legally required to obtain consent to let your property from your mortgage company, buildings and contents insurers, freeholders and management company (if applicable.)

Tax

From 6th April 1996, letting agents on behalf of any non resident landlord where the rent payable is more than £100 a week) must:

1. Deduct tax from the landlord's UK rental income, and
2. Pay the tax to the inland revenue

This must be done each quarter – for further information please contact the Inland Revenue.

Gas Safety (Installation and Use) Regulations 1998

You are legally required under current legislation to have all gas appliances within the property tested annually and a Landlord Gas Safety Certificate issued. This must be carried out by a CORGI registered engineer. Pennyquick Collins is able to arrange this prior to the tenancy and monitor and update throughout a fully managed service.

Electrical Equipment (Safety) Regulations 1994

The electrical legislation is at present only a recommendation however the penalties are severe and we therefore strongly advise that a full electrical inspection is carried out by an NIC EIC contractor every 5 years.

Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended

All upholstered furniture in rented accommodation including (but not exclusively) sofas, chairs, cushions, mattresses, pillows, duvets, dining chair in-sets, must comply with the regulations. In order to comply, the item in question will have the correct labelling attached. There are however, certain exceptions, please refer to a member of the Residential Lettings Team for further information.

Building Regulation 1991 – Smoke Alarms

New build properties since 1992 must be fitted with mains operated interlinked smoke alarms on each floor. These regulations do not apply to properties built prior to June 1992 however we strongly recommend that smoke alarms are fitted and regularly checked.

Tenant Responsibilities

The tenant has a duty to take proper care of the property and use in a tenantable manner, pay rent as agreed and keep to the terms of the Tenancy Agreement. Further responsibilities include payments of council tax, water and sewerage charges and electricity/gas/telephone bills.

Landlord Responsibilities

1. Repair the property -
Landlord & Tenant Act 1985

Unless the tenancy is for a fixed term of more than 7 years, the landlord is responsible under the Landlord & Tenant Act 1985 for repairs to:

- The structure & exterior of the property
- Baths, sinks basins and other sanitary installations
- Heating and hot water installations

Internal decorations – The tenant is contractually responsible for maintaining the internal decorations but the landlord must take responsibility for the periodic internal re-decorations.

2. Pay building insurance
3. Pay ground rent and service charge where applicable
4. Not to discriminate on the grounds of sex, race, sexual orientation, age, religion, marital status or disability
5. To allow a tenant quiet enjoyment of the property

Access Rights & Quiet Enjoyment

Access – A landlord or agent has a legal right to enter the property at reasonable times of day to carry out repairs as per the above mentioned Landlord and Tenant Act. 24 hours notice in writing must be given and access arrangements should be clearly set out in the Tenancy Agreement.

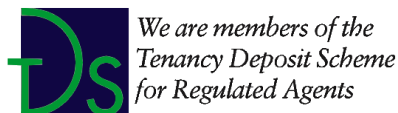
Quiet Enjoyment – A tenant has a legal right to live in the property as his or her main home. A tenant's permission must be sought before gaining access to the property and lawful procedures must be followed when gaining possession of the property.

Energy Performance Certificates

From the 1st October 2008, an EPC will be required whenever a building in the social or private rented sectors is marketed.

Landlords must provide an EPC free of charge to prospective tenants at the earliest opportunity and must provide a copy of the EPC to the person who takes up the tenancy.

The Tenancy Deposit Scheme for Regulated Agents



With effect from 6th April 2007 only regulated agents are able to hold tenant's deposits.

Pennycuik Collins, as members of **The Tenancy Deposit Scheme for Regulated Agents** run by The Dispute Service are entitled to hold deposits and any dispute in connection with the return of a deposit maybe referred to the scheme for independent review. Pennycuik Collins undertakes to abide by the decision of the Independent Case Examiner.

The Next Step

If you would like a formal valuation and property assessment please contact us to arrange an appointment:

Claire Jessop
Lettings Manager

Direct 0121 665 4166
Mobile 07771 611 986

Email Claire.jessop@pennycuick.co.uk

www.pennycuick.co.uk