

# Welden & Edwards

*Supporting your every move*

A landlord's guide to our stress-free letting service



## Why choose us?

- Tailor made solutions
- The legal essentials
- Moving your tenant in
- Service levels to suit you
- Landlord checklist

Welden &  
**Edwards**  
*Supporting your every move*



## Tailor made solutions for busy landlords

Welden & Edwards offers a comprehensive letting and property management service to take the hassle out of letting your property.

Why busy landlords choose

# Welden & Edwards

*Supporting your every move*

## Expertise at your service

Are you looking for help with finding and screening suitable tenants? Perhaps you want the peace of mind and convenience of a round-the-clock letting and property management service that takes care of everything? Whatever level of support you need, we can provide the service that is right for you.

We have more than 20 years' experience in letting property in Devon. Our clients range from private landlords with one small rental property to buy-to-let investment landlords with property portfolios.

As standard we have 4 different levels of service:

1. **Premium Managed**
2. **Managed**
3. **Rent Collection**
4. **Intro Only**

All our services can be tailored to suit your individual needs and we will provide a written quote with absolutely no obligation.

We understand that becoming a Landlord can be a daunting experience. Please take a look through this booklet for a step by step guide to what's involved in letting a property. We have included information on your legal obligations and practical matters as well as an overview of all the services we offer.

So whether you are thinking of letting your property for the first time or you're an experienced landlord looking for a new letting agent service, please get in touch to discuss your requirements.

## Professional recognition



- ✓ Experienced, attentive and knowledgeable staff
- ✓ Flexible service options, competitively priced
- ✓ Open and transparent fees with no hidden charges
- ✓ Up to date legal documents and advice on property rental matters
- ✓ Independent property appraisals and achievable rental valuations
- ✓ Extensive internet advertising on the UK's top property websites
- ✓ A pre-qualified database of waiting tenants
- ✓ Comprehensive tenant referencing service with full credit check
- ✓ Comprehensive internally produced inventories
- ✓ Full client money protection
- ✓ Registered with the government backed DPS (Deposit Protection Service)
- ✓ Dedicated property manager (Fully Managed Service only)
- ✓ Database of expert and reliable tradespeople on call



## Getting started

Our knowledge of the local rental market coupled with a tailored approach to advertising will help you set an achievable rent and find the right tenant.

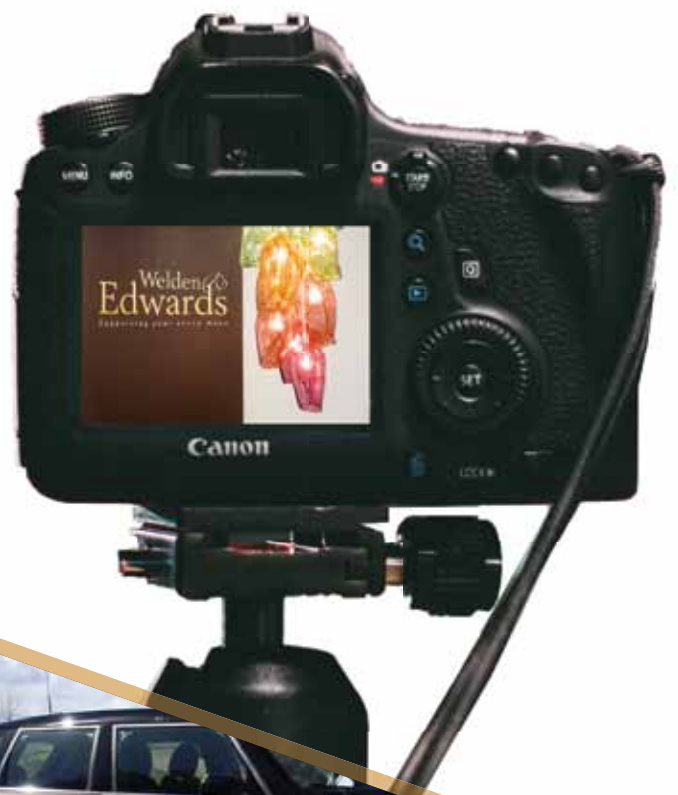
### Property appraisal and valuation

We offer an independent assessment of your property by one of our trained and experienced members of staff. This is free of charge and with absolutely no obligation.

We will visit the property and advise you of any work required to meet regulatory requirements. We will also offer advice on any other actions you need to take before you let the property including necessary repairs or refurbishments.

It's important that you set a rent that is competitively priced, fair and achievable. Using our extensive knowledge of the local rental market, we will assess how much your property could fetch in the current climate. Our rental valuation will take into consideration the location, size, standard and condition of the property and whether it will be let furnished, part furnished or unfurnished.

During the assessment we will be happy to discuss the lettings process with you and answer your questions. If you are a first time landlord you will have plenty of opportunity to find out more about what is involved in letting a residential property.





## Effective advertising and marketing

At Welden & Edwards we use the very latest technology and proven marketing techniques to advertise our rental properties.

We use all the major property websites including RightMove, Zoopla and Prime Location. Our own website [www.weldenedwards.co.uk](http://www.weldenedwards.co.uk) is responsive which means it automatically optimises the display to work and look good on smartphones and tablets. This gives your rental property the highest possible online exposure, whichever device your potential tenant uses.

Our online marketing activity includes social media through our Facebook pages and Twitter account and we supplement this with press advertising, email marketing campaigns and our distinctive To Let boards.

We tailor our marketing approach to the type of tenant you are looking for to attract genuine interest. Once instructed, one of the first things we do is to match a property with our list of waiting tenants and send them your property particulars by email with alerts vis SMS text message.

High quality photography is fundamental to presenting your rental property in the best possible way. We take the time to capture the best picture of each room and show off its best features, ensuring every picture looks professional.

## Securing the most suitable tenant

As a landlord, you need peace of mind that the right tenants will be living in your property. All potential tenants on our rental databases are pre-qualified by us before we carry out viewings to ensure they are suitable.

All property viewings are accompanied and conducted by a fully trained member of our team and we provide prompt and honest feedback. We will keep you up-to-date on progress and will let you know as soon as someone applies to rent your property.

We take up tenant references, credit checks and right to rent checks on your behalf. This vetting process is a critical step in securing a reliable tenant for you.

# Preparing your property to let - the legal essentials

Our experienced lettings team will provide the latest information and guidance to ensure you meet all your legal obligations as a Landlord.

## Energy Performance Certificate

All properties for rent must have an Energy Performance Certificate (EPC) before any marketing or viewings can take place. An EPC rates energy efficiency and its environmental impact and is valid for ten years for rental properties. A copy of the EPC must be made available to tenants before entering into a tenancy agreement. If you do not have an EPC for your property, Welden & Edwards can arrange an inspection for you.

## Safety

### 1. Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998, landlords have a legal obligation to make sure all gas pipework, appliances, fittings and flues are safe to use and maintained in a safe condition. Every gas appliance and flue must be tested for gas safety every 12 months. A Gas Safety record must be provided to existing tenants within 28 days of the annual safety check, or to new tenants before they move in, and you must keep copies yourself for two years. All installation, maintenance and safety checks must be carried out by a Gas Safe registered engineer. We can arrange this for you.

### 2. Furniture and Furnishings (Fire) (safety) (Amendment) Regulations 2010

Upholstered furniture and soft furnishings supplied in a rental property must comply with current regulations. This includes, but is not limited to, bed frames, mattresses, headboards,

sofabeds, pillows, cushions, seat pads and any garden furniture that may be used indoors. Items which comply will have a suitable permanent label attached. All noncompliant items must be removed before a tenant moves in. Bedding, carpets, curtains and any furniture made before 1950 are exempt.

### 3. Electrical Safety

Landlords are required to ensure that the electrical installation in a rental property is safe when tenants move in and maintained in a safe condition. It is a legal requirement that you have the property inspected and tested by a registered electrician every five years and arrange Portable Appliance Testing (PAT test) once a year to ensure electrical appliances are safe and fit for purpose.

### 4. Smoke and carbon monoxide detectors

Regulations introduced in October 2015 require landlords to install smoke alarms on every floor of their rental property and test them at the start of every tenancy. They also need to install carbon monoxide alarms in high risk rooms such as those where a solid fuel heating system is installed.

## Consent to Let

If your property is mortgaged, you must obtain written consent to let from your mortgage lender. If it is leasehold, your lease may require written consent from you Freeholder before you can let.



## Houses in Multiple Occupation (HMO)

If your property is let to multiple tenants who share a toilet, bathroom or kitchen facilities but are not from one household or family this can affect HMO Regulations. Depending on the size of the property, the number of tenants and the area, it's possible you will need an HMO licence from your local council plus an HHSRS inspection. We can advise you on this.

## Buildings Insurance

Landlords are required by law to take out buildings insurance for rental properties. We advise our clients to also consider contents insurance and policies to cover rent guarantee and legal expenses.

## Right to Rent Checks

Since the 1st February 2016 Landlords across England must check tenants have a right to rent, or face fines of up to £3,000 per tenant. From 1st December 2016, it is a criminal offence to rent to a tenant without a right to rent, and landlords face prison sentences of up to 5 years. We do this as part of our referencing process.

If  
you don't  
have a valid GSC  
you can be fined up to  
**£6000**  
for each item and  
or 6 months  
imprisonment!

As of April 2018  
all rentals need an  
energy rating of E or  
above to be rented  
out



## Letting your property - moving a tenant in

Our  
inventory  
provides crucial  
legal reference in case of  
any discrepancy or claim  
against a tenant's deposit  
at the end of the  
tenancy

Our professional lettings  
service ensures everything  
is in place for a smooth and  
trouble-free start to renting  
out your property.







## Tenancy agreement

This is a legally binding agreement, setting out the rights and obligations of both Landlord and Tenant. Most residential property is let on an Assured Shorthold Tenancy (AST) for an initial fixed term of 6 or 12 months. We can advise on all options available to help you make an informed decision on areas of responsibility, conditions of tenancy, how and when the rent will be reviewed and notice terms. We will prepare all the paperwork and draw up a comprehensive legal document for signing.

If we are fully managing your tenancy and rental property for you, then the tenancy agreement will include those activities we will be responsible for on your behalf.

## Inventory / Schedule of Condition

All of the inventories produced for Welden & Edwards clients contain full written description of the property, its contents and schedule of condition inside and out including walls, floorings and all fixtures, fittings and furnishings provided with photographic evidence. This provides a crucial legal reference in case of any discrepancy or claim against a tenant's deposit at the end of the tenancy.

## Utilities & Council Tax

Usually, it is the tenant's responsibility to pay utility bills and council tax. We can organise all meter readings and arrange the transfer of water rates, gas, electricity and Council Tax accounts to the tenant.

## Deposit Schemes

A deposit is paid by the tenant at the start of a tenancy to safeguard against damage. Since April 2007, all new Assured Shorthold Tenancies must be registered with a government-backed tenancy deposit protection scheme within 30 days of receipt of the deposit. Landlords should be aware that there are significant penalties for failing to comply with deposit protection requirements.

We normally collect a deposit from the tenant which is equal to one month's rent + £100. Welden & Edwards is registered with the DPS (Deposit Protection Service) which means your tenant's deposit will be held by the DPS (Deposit Protection Service) for the duration of the tenancy. We will register deposits on your behalf. We will also provide your tenant with the name and contact details of the DPS Scheme and its dispute resolution service, which is a legal requirement.

## Keys

You should provide at least one set of keys for each tenant. Where we will be managing the property for you, we will also require a full set which will be coded for security purposes. We can arrange to have duplicates cut.

## Day to day management of your property

Once your tenant has moved in we can take care of your property, tenancy arrangements and your landlord duties throughout the tenancy.

### Collecting Rent

Welden & Edwards offers a rent collection service on its own or as part of its Fully Managed Letting Service for busy landlords. We collect rent monthly unless the Tenancy Agreement specifies otherwise. Occasionally, tenants may experience financial difficulties and our rent collection service includes chasing any late payments. We will notify you at the earliest opportunity of any rent arrears. You can protect against loss of rental income with an insurance policy; This is included in our premium managed service.

We pay the rent to the landlords monthly by BACS (net tax if appropriate) and provide monthly income and expenditure records.

### Rental Income and Taxation

As a landlord, you are responsible for assessing your own tax for rent received. Below is some basic guidance on taxation matters relevant to landlords; however we would always recommend you seek independent financial advice from an accountant on tax matters.

#### 1. Income Tax

Rental income is liable to tax, although a number of expenditure items can be offset against your rental profit. You would also need to pay Class 2 National Insurance if the work you do counts as running a property business.

#### 2. Overseas Landlords

Under the Non-resident Landlord (NRL) Scheme, your lettings agent will need to deduct tax from the rental income and pay tax directly to HM Revenue & Customs. If you choose not to use a lettings agent to collect rent, then your tenant will be legally responsible for collecting and paying the tax to HMRC. Alternatively, landlords living overseas can apply for approval to receive rental income with no tax deducted. Full details of the NRL Scheme are available from HMRC.

### Inspections, maintenance and repairs

The practicalities of being a landlord can be very time-consuming. With our Fully Managed Service we take care of all the day to day management and upkeep of your rental property so you don't need to worry about it.

We will carry out regular routine inspections - usually quarterly - at a mutually convenient time agreed with the tenant. This will involve visual inspections, assessing any wear and tear, and organising maintenance and compliance checks. If we identify any problems we will advise you and, depending on our agreement with you, we can arrange for repairs and any work to be done on the property and pay for this out of the rent received. We have a network of reliable and trustworthy contractors we can call on to deal with routine repairs or emergencies at very competitive rates.

## Tenancy renewals, reviews and notices

We will handle all tenancy renewals, including rental reviews for you. If you decide to increase the rent we will issue the relevant notice informing your tenants. If you wish to end a tenancy, we will serve notice to your tenants in line with all legal process and timing requirements and manage all the end of tenancy administration. Please note this is not available on our tenant find only service.

## End of tenancy check and deposit returns

At the end of a tenancy the landlord should ensure the property is in a good, clean condition before the tenant checks out, take back the keys and formally take possession of the property. Assuming there are no issues and all paperwork is completed, utility companies notified and you have forwarding address for the tenant, the landlord should return the tenant's deposit. This is all included as part of our Premium Managed and Managed Service.

## Remarketing

No landlord wants a vacant property. If a tenancy is not renewed, we offer landlords who take our Fully Managed Service an automatic property appraisal, rental valuation and remarketing service until we find a new tenant.





## Service levels to suit you

Welden & Edwards offers landlords a choice of 4 different levels of service.

The option you choose will depend on how hands-on you want to be, the level of risk you are prepared to accept, and the time and energy you have available to manage your property investment and tenancy.

### 1. Premium managed

Perfect for Landlords who want complete reassurance their investment is well looked after with insurance against loss of rent and up to £100k paid in legal fees.

This accompanies our thorough managed service.

### 2. Managed

Perfect for Landlords who are looking for their investment to be looked after by a professional agent, including quarterly inspections and general maintenance issues. We will also monitor the rent, chase arrears and serve notices if required.

### 3. Rent Collection

Perfect for Landlords who want to manage the upkeep of the property but don't want the hassle of collecting the rent and dealing with arrears.

### 4. Intro Only

Perfect for Landlords who want to manage the tenancy themselves and handle any arrears but want professional documents drawn up at the beginning of the agreement.



Any level of service  
can be tailor-made to  
suit your needs; simply  
contact us to discuss your  
requirements

	1	2	3	4
Property appraisal and rental valuation	✓	✓	✓	✓
Marketing and advertising	✓	✓	✓	✓
Source suitable tenants	✓	✓	✓	✓
Accompanied viewings and feedback	✓	✓	✓	✓
Take up references and credit checks	✓	✓	✓	✓
Right to rent check	✓	✓	✓	✓
Draw up tenancy agreement	✓	✓	✓	✓
Inventory and statement of condition	✓	✓	✓	✓
Register deposit with DPS scheme	✓	✓	✓	✓
Oversee tenant check-in	✓	✓	✓	✓
Transfer utility supplier accounts	✓	✓	✓	
Rent collection and payment to landlord	✓	✓	✓	
Deal with any arrears	✓	✓	✓	
Tenancy renewals and rent reviews	✓	✓	✓	
Serving and receiving notices	✓	✓	✓	
Conduct regular property inspections	✓	✓		
Arrange routine servicing and maintenance	✓	✓		
Advise on any repairs required	✓	✓		
Arrange emergency repairs	✓	✓		
Arrange mandatory safety checks	✓	✓		
Monthly itemised statement to landlord	✓	✓		
Deal with tenant issues and queries	✓	✓		
End of tenancy inspection	✓	✓		
Oversee tenant check-out	✓	✓		
Arrange deposit return	✓	✓		
Insurance against loss of rent	✓			
Up to £100k in legal fees	✓			
Eviction proceedings against tenant	✓			



## Peace of mind for busy landlords

Choose our Fully  
Managed Letting Service and all  
you have to do is sit back and enjoy  
the rent. Your dedicated Property Manager  
will take care of everything and keep you fully informed.

Once your property is let the work doesn't stop there. Today's tenants can be quite demanding, expecting maximum value for their rental. Whether it's fridge failure or a leaking shower, you can be sure any tenant will want a swift repair, however inconvenient the timing may be for you.

This is why our clients value our full property management service where we look after any repairs and tenancy issues for you. And, for your peace of mind, we also visit the property regularly and organise any maintenance and safety compliance checks, assuring you that your property remains in sound condition and your legal obligations are met.

### **Personal service**

You will have your own Property Manager who will look after every aspect of the let and your property throughout the life of the tenancy. Our landlord clients tell us they appreciate the continuity and accountability of a single point of contact.

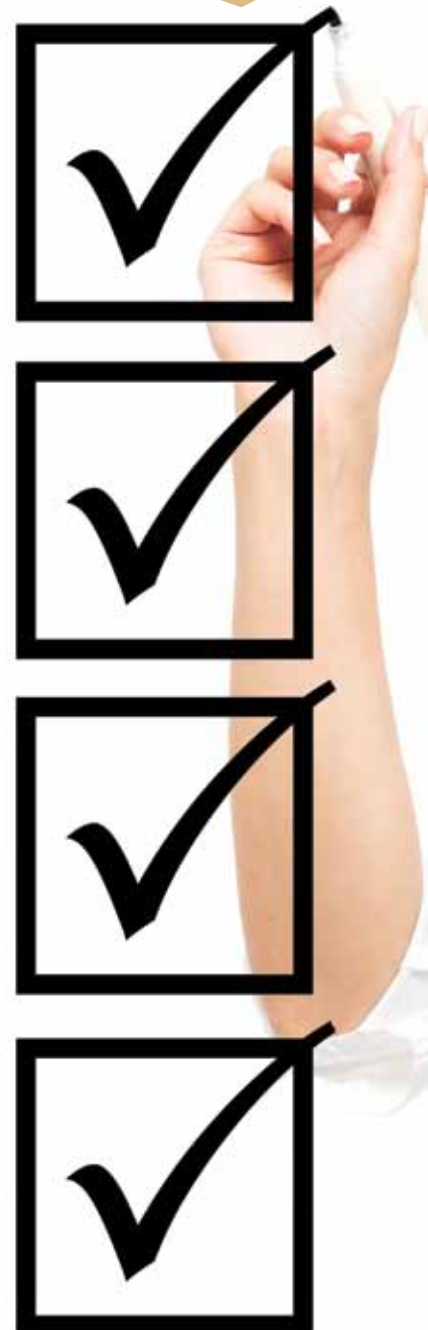




# Landlord checklist

When preparing to let your property you don't want to overlook something important. By using this check list, it will help you prepare your property for us to let.

- Ensure you have a valid energy performance certificate before any tenant viewings take place
- Obtain consent to let from mortgage lender or lease holder and arrange suitable buildings insurance
- Check that your Gas Safety Certificate is up to date and provide a copy to us before your tenants move in
- Ensure any furniture and soft furnishings comply with current fire safety regulations
- Ensure the electrical system is safe and fit for purpose, and arrange PAT testing of any portable appliances you are providing
- Check with your local authority to see if you require an HMO (House in Multiple Occupation) licence for your property
- Ensure smoke alarms and carbon monoxide detectors are fitted and all are working properly
- Notify your local authority of the new tenancy details for Council Tax purposes
- Arrange for all meter readings to be taken and transfer utility bills to the tenant
- Get a duplicate set of keys cut for each tenant plus an extra set for your own use for property inspections, maintenance check and repairs
- Arrange for post to be forwarded on for any previous tenant or occupier of the property
- Contact HMRC with any questions about self-assessment, or for details about the NRL Scheme if you are living or working overseas



“ Thank you so much for the quick, efficient and professional way you dealt with letting my property. What is traditionally a quiet time of year for letting, to let my property within a week on instruction and have the new tenants move in 2 weeks after that was remarkable. What can I say! I have met my new tenants and they seem ideal. ”

Mr Sloane

“ Excellent Service. They found me a great tenant and took care of everything ”

Mr Hutton

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