



**Auctioneers, Estate Agents
& Property Managers**
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Residential Letting & Management Service

We are accredited by NALS, National Approved Letting Scheme, and carry Professional Indemnity Insurance and Client Money Protection Insurance.

We are members of the Ombudsman Scheme and operate in accordance with the Tenants Deposit Scheme.

We are also introducers for Homelet, who provide referencing and insurance facilities for Landlords & Tenants and NALSMortgages who arrange buy-to-let mortgages.

Everything the individual or professional Landlord needs



We will as part of our service

Visit the property to take property details

- Take digital photographs
- Prepare particulars for printing
- Advise on any matters affecting the letting of the property
- Arrange advertising under our banner in the Lake District Property paper
- Advertise on our website and lakedistrictproperty.co.uk
- Receive and deal with enquiries, forward particulars and arrange viewings
- Vet prospective tenants obtaining
 - Credit reference or Bankers status report as appropriate
 - Landlords reference
 - Employers reference
 - Personal reference
- Prepare Record of State & Condition of the property
- Prepare Inventory
- Prepare Tenancy Agreement
- Collect deposit and forward to Deposit Protection Service and first month's rent
- Set up Standing Order for payment of rent to our Client Account
- Inspect property at approximately six month intervals and report
- Arrange gas safety inspections and certificates.
- Arrange Buildings insurance
- Arrange tenants contents insurance
- Produce the deposit certificate

Fees

To find and vet a tenant £150 + VAT thereafter the full Management Service fee of up to 10% + VAT of the gross rent received.

To Let Boards

We will erect a "To Let" board if appropriate in a suitable position. In order to comply with the Town & Country Planning Regulations the Landlord agrees not to allow the display of any other board whilst our Property board is displayed.

Tenant Vetting

All prospective tenants will be interviewed to assess their suitability and their current or previous Landlord will be contacted as appropriate. Employers and Bank references will be obtained and proof of identity checked.

If a tenant claiming unemployment benefit is considered, a guarantor will be required to cover payment of rent. References will be taken up as for the tenant.

Tenancy Agreement

A tenancy agreement will be prepared incorporating any specific requirements of the Landlord in respect of pets, smoking or restrictions on the tenant redecorating etc, to be signed by the tenant and ourselves for and on behalf of the Landlord.

Rent Collection

We will arrange for tenants to pay rent by standing order direct to our Client Premium Account at Barclays Bank Sedbergh whenever possible but of course cash and cheques will be accepted. As soon as funds are cleared we will prepare an invoice for our fees and any costs incurred; deduct these sums from the rent collected and transfer the balance direct to the Landlord's Bank Account. Should a tenant fall behind with payment we will issue appropriate reminders as part of the normal management process but, should Court action be required additional fees will be payable.

Furniture Fixtures and Fittings

An inventory and a record of condition of furniture fixtures and fittings will be prepared and agreed with the new tenant and referred to when the tenant vacates

Inspections

Periodic inspections will be carried out and a final inspection when the tenant vacates.

Deposit

All tenants are required to pay a deposit held and protected by the Tenants Deposit Custodial Scheme. The deposit is held against the cost of repairing any damage caused during the tenants' occupancy and or outstanding rent or accounts. The courts have held that a "fair wear and tear" cannot be deducted from the deposit.

The deposit is repayable on termination of the occupancy subject to any deductions for repairs, accounts or rent outstanding as previously mentioned. Any disputes will be dealt with in accordance with the Deposit Scheme utilised.

Any interest accrued on these deposits will be retained by the administrators of the scheme to pay or make a contribution towards the costs of the Scheme.

Any additional charges will be recovered from the Landlord

Maintenance and repair

We will arrange maintenance and repair as Agent on behalf of the landlord up to the value of £100 plus VAT without further authorisation and deduct such costs incurred from the rent collected. Separate authorisation will be obtained for any higher costs.

Notwithstanding anything stated to the contrary the right is reserved to carry out or arrange the carrying out of work on the landlords behalf when there exists or appears to exist a risk of personal injury damage or loss to the tenant his possessions or the property or any third party or his possessions or property.

Gas safety certificates

It is a legal requirement for all the gas appliances and installations to be inspected at least annually and the landlord must be in possession of a valid current gas safety certificate.

We will arrange an inspection by an appropriately qualified gas heating engineer and obtain a gas safety certificate and deduct the costs incurred from the rent received.

Energy Performance Certificate

An EPC is required when a residential property is let, which we can arrange at a cost of £85 + VAT in addition to any other fees. The EPC must be made available to the tenant on occupation.

Landlord's liabilities

The landlord agrees to maintain the property in a safe and tenable condition throughout the letting period carrying out repairs reported by the agent or the tenant in a good workmanlike and expeditious manner and to keep the property insured at all times paying all insurance premiums by the due date.