

ABODE

SALES & LETTINGS



guide to

• LETTING

THE ULTIMATE GUIDE TO RENTING YOUR PROPERTY



ABOUT US

Our Team & Business



We specialise in residential letting and management, taking pride in our reputation for providing a professional, yet personal service. Our aim is to lead from the front on both innovation and customer service

Our team are dedicated to property management and trained to the highest standards, providing a proactive, friendly, and professional service always.

We are always searching for new investment opportunities on behalf of our landlords and could do the same for you should you intend to build a property portfolio.

For additional peace of mind and financial security, we also offer rent guarantee and eviction cost protection.

We can tailor our service to meet your exact needs, whether you require help on finding and vetting suitable tenants, or if you require a fully managed lettings service, which offers convenience and complete peace of mind.

Regardless of which service option is agreed, we will guide and support you through the numerous legal and practical steps which must be taken before letting your property.

This guide provides an informative insight into how we operate and why Landlords choose to work with us, so whether you're thinking of letting your property for the first time, or you're an experienced Landlord searching for a great service, please get in touch today to discuss your requirements.

WHY CHOOSE US?

Marketing & Business



There are numerous circumstances which lead to one's decision to let their property, whether it be to provide for retirement, relocate or move abroad.

Letting your property offers an increasingly secure form of investment with annual yields easily exceeding other kinds of investment. This provides a consistent income which is tied to the general cost of living.

The demand for rental properties is increasing due to younger people renting for longer and a general shortage of property.

Buy to let properties are popular with mortgage providers, as they are more relaxed about lending to this type of purchase. The value of your property is likely to rise over time, as well as provide a consistent income.

Our team will guide you through the most suitable "Buy to Let" and "Let to Buy" options, connecting you with reliable mortgage brokers and conveyancing companies, so that we can offer everything under one roof.

Our MARKETING

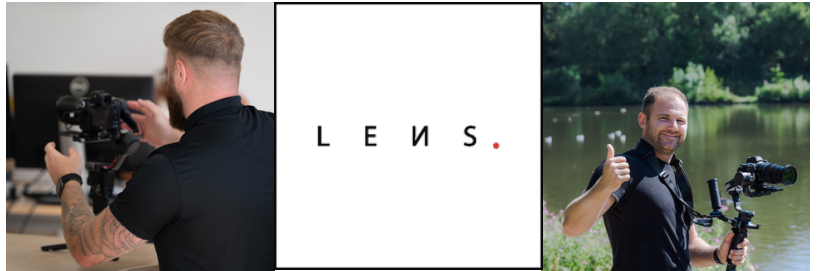
LENS MEDIA

Maximum exposure and first-class presentation are essential factors for providing the service you deserve.

Our team of Media professionals make sure that your property is presented in the most appealing manner in order to attract the best Tenants.

Your property detailed will be emailed to Tenants registered through ourselves and all major property portals within moments of receiving your instructions.

We telephone potential applicants and email them all the necessary information. In addition to this, we have established contacts with local companies who regularly require accommodation for their employees.



THE GUILD OF PROPERTY PROFESSIONALS

As Members of The Guild of Property Professionals, we are selected to represent the UK's largest network of independent estate agents in our given Exeter and Topsham area. We can secure you a better result.

The Guild is a network of almost 800 independent high street sales and letting agents who have all signed a Code of Conduct, and are committed to shared core values of knowledge, integrity and results. Together, we are a vital part of the property industry, striving to raise standards and deliver excellent customer service.

How does our Guild membership benefit you?

The scope of the network means we can deliver the widest possible exposure for your property. With an inter-office referral system, local and regional magazines distributed across the network every six weeks, a listing on www.guildproperty.co.uk and 24/7 presence on interactive touch screens in London on Park Lane, you can be sure that we are working hard to guarantee your property is presented to the broadest possible audience.



ABODE BOARDS

The use of boards increases brand awareness, and more importantly lets potential tenants know your property is available to Let.



What WE OFFER

BOOST YIELD “HANDPICKING TENANTS”

Our extensive marketing and proactive management team will maximise rent potential and reduce void periods.

Due to high volume of tenant interest, you will enjoy the luxury of handpicking the exact tenant you wish to live in your property.



BUILDING A PORTFOLIO

We can help you build your portfolio, sharing new local investment opportunities and detailed market reports which show the areas anticipating most growth.

When building your portfolio, there would be further exposure to the market and therefore we will guide you fully on achievable rents and cash flow forecasting to ensure that investments made are fully secure.



SAVE TIME

Our members are fully trained to handle and negotiate any matters that arise throughout the tenancy, including but not limited to ongoing maintenance issues, late rents and the return of tenancy bonds. Your time is valuable, therefore let us take the reins, allowing you to focus your time in other areas of life.

LEGAL

We ensure that all legal requirements are adhered to at all times, giving you additional peace of mind and security.



What WE OFFER



FULL ACCOMPANIED VIEWINGS

We understand you might find it hard to arrange viewings for your property if your schedule is busy or you don't live near the property. ABODE include professional-grade accompanied viewings for all properties, including individual appointments with specific tenants and open houses.

Tenants feel more comfortable with us, meaning they're more open and honest, they're more likely to present us with questions at the viewings giving us a better understanding of the tenants looking to rent your property. ,



COMPREHENSIVE REFERENCING

Thorough referencing is undertaken to ensure that only the best tenants are considered for your property. To achieve this, we carry out credit checks, right to rent checks, check financial suitability and obtain a detailed reference from their existing and previous Landlords.

We offer a PEACE OF MIND SERVICE with Rent Guarantee included with Fully Manages Premium taking away the stress of being a landlord and guaranteed rent insurance.



MODERN COMPREHENSIVE INVENTORY REPORTS

Our inventory reports are completed to an excellent and modern standard, with great attention to detail taken. This is important to protect you on occasions your inventory report is required at the end of the tenancy, to be used as evidence for the purpose of negotiating a potential deduction from a tenant's bond. This would be to cover the costs of maintenance which fall outside the scope of what is deemed fair wear and tear.

PREPARING YOUR PROPERTY *To Let*

Also known as “staging”, it is important to present your property at its best in order to attract the right tenants at your target rental price.

Please see below a recommended “to do” list before you commence advertising

DECLUTTER

Remove excess items and store out of sight or give to a friend or relative. People want to envisage themselves living in your property therefore it's crucial to maximise perceived living space

DECORATION

Giving your walls a fresh lick of paint with neutral colours will make your property seem lighter and bigger. Ideally, carpets should also be neutral to increase general appeal.

FIX AND CLEAN

Make any minor repairs such as holes in walls, broken door knobs, cracked tiles, torn or threadbare carpets. Deep clean your property and get rid of lime scale and tile grout. Tidy up the garden, cut bushes back, clean the patio, outside furniture and ensure you cut the lawn.

LIGHT AND AIRY

Wall mirrors make a room look larger and lighter. Consider putting some up, especially in smaller rooms or hallways. Clean the windows inside and out and replace any broken light bulbs. Making your home feel tight and airy will make rooms feel bigger.

HEATING

Ensure that the temperature within your property is comfortable for prospective buyers when they view. If the property is empty, set your heating/cooling system accordingly.

SMELLS, ODOURS AND (EVEN) ALLERGIES

Avoid there being strong smells of cooking, cigarette smoke or pet related odors during viewings.



OUR SERVICES

We can tailor our services to suit your individual needs. Please see below what we offer in our three most popular service options



| Service | Tenant Find | Part Managed | Fully Managed |
|-------------------------------------------|-------------|--------------|---------------|
| Free no obligation market appraisal | | | |
| Extensive online marketing | | | |
| Professional and enhanced photography | | | |
| To Let Board | | | |
| Floorplan | | | |
| Viewings and Feedback | | | |
| Thorough tenant referencing | | | |
| Signing of tenancy paperwork and check in | | | |
| Professional Inventory | | Optional | |
| Bond registration with DPS | | | |
| Ongoing monthly rent collection | | | |
| Arrange mandatory safety checks | | | |
| Serving legal notices | | | |
| Rent reviews | | | |
| Tenancy renewals | Optional | | |
| Transfer of utilities | | | |
| Maintenance management | | | |
| Emergency out of hours | | | |
| Regular property inspections | | | |
| Check out and deposit resolution | | | |
| Rent Guarantee | | | |

LEGAL *Regulations*

FURNITURE AND FURNISHINGS (FIRE SAFETY) REGULATIONS 1988 (AS AMENDED)

All upholstered furniture manufactured after 1950 is included in these regulations. This includes:

·sofas ·settees ·seat pads ·beds ·headboards ·pillows ·armchairs ·futons ·scatter cushions ·mattresses ·bean bags

It does not include:

·Curtains, carpets, bedclothes (including duvets), ·mattress covers.

In order to comply with the regulations, these types of furniture must be fire resistant and have passed an "ignitability test" specified in the regulations. To prove an item of furniture is compliant, it will carry a permanent label. Any furniture that fails this test must be removed from the property and replaced, if necessary, with furniture that complies. For those that ignore this legislation, there are heavy penalties imposed including possible imprisonment and/or a fine.

LEGIONELLA RISK ASSESSMENT

The Health and Safety at Work Act and The Control of Substances Hazardous to Health Regulations extend to rented properties and states that Landlords are legally obligated to carry out an assessment in respect of Legionella bacteria.

Again, there are serious penalties for those who do not comply, however we are able to arrange the necessary assessments on your behalf should you want this.

"Our most popular service is our full lettings and peace of mind package as this provides the most security by ensuring you comply with every aspect of the law and gives you the confidence and assurance of guaranteed rental income"

THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2022

Private rental sector Landlords are required to have at least one smoke alarm installed on every story of their properties and a carbon monoxide alarm in any room containing a fixed combustion appliance or solid fuel burning appliance. For example: - a coal fire or wood burning stove, boiler, or kitchen stove.

The Landlord must then ensure that alarms are in working order at the start of each new tenancy.

LEGAL *Regulations*

ENERGY PERFORMANCE CERTIFICATES

Before you can let your property, it must have an EPC (Energy Performance Certificate). This is carried out by a qualified domestic energy assessor who will create a detailed report to indicate via a rating system what the current and potential energy efficiency of the property is. It also allows prospective tenants to see what their likely energy running costs will be. Factors that are used to determine what the rating should be will include the standard of glazing, insulation and heating. ABODE can arrange an EPC to ensure compliance in this area should you require this.

BUILDINGS INSURANCE

Absolutely! Failure to advise your insurance company could invalidate your insurance. Should you require it, we offer competitive buildings and contents insurance cover specific to tenanted properties. It is also important that your insurance company is made aware when your property becomes unoccupied. Speak to our team to find out more.

BONDS

All deposits paid under ASTs (Assured Shorthold Tenancies) must be registered and protected under an approved tenancy deposit scheme within 30 calendar days of receipt.

THE ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994

The Mandatory Electrical Safety Inspections (EICRs) For Rental Property means that landlords in 2022 must now take additional steps to review, update and share their electrical safety certificates. This must be done in partnership with a qualified electrician who must carry out regular electrical safety checks and remedial works required in line with the new rules. Failure to complete the checks at the required intervals puts landlords at risk of a fine of up to £30,000 from their local authority if caught openly breaching the regulations.

CONSENT TO LET

You should make your mortgage lender aware of your intentions to let your property to avoid any breaches of your agreement. If it is a leasehold, your lease could require written permission from managing agents or freeholder, also advising of any restrictions within the head lease which your tenant should be made aware of.

FAQ

WHY DO I NEED ABODE?

Our team are fully trained to understand thoroughly all requirements and are equipped with the best systems to oversee compliance. The risk of failing to meet legislative requirements could result in criminal prosecution. We also ensure that all tenants are vetted thoroughly and offer a rent and legal service guarantee which will give you peace of mind and financial security.

HOW IS THE RENT PAID?

One of the key benefits of working with ABODE is that we make daily payments to Landlords through the use of market leading and bespoke software to manage rents promptly. Once reconciled through our system, rents are paid by BACS directly into your chosen bank account. We also generate monthly rental statements which are sent by email and also accessible through your online account.

WHAT TENANCY AGREEMENT WILL BE USED?

There are certain tenancies which fall outside the housing act, however in the vast majority of cases, the type of agreement used is an assured shorthold tenancy agreement, also referred to as an "AST". This gives the tenant a minimum fixed term tenancy of 6 months.

WHAT HAPPENS IF THE TENANT DOESN'T PAY THE RENT?

As part of our fully managed service, we provide rent guarantee and legal cover. As we will ensure that every tenant is thoroughly vetted before a tenancy can be accepted, it is unlikely you should experience a problem like this, however in cases of rent default and the need to evict a tenant who is in breach of their tenancy terms, we will proactively work on your behalf to ensure the most appropriate action is taken.

WHAT MAINTENANCE WILL I BE RESPONSIBLE FOR?

As a Landlord, you have a legal obligation under the Landlord and Tenant Act to maintain the structure of the building, sanitation, the supply of services and upkeep of items provided as part of the tenancy.

FURNISHED OR UNFURNISHED?

There is very little difference in rental value between a furnished or unfurnished property. It instead depends primarily on the property and its location. For example, should you let a bedsit in a shared property targeting young professionals, it would usually be expected that the property is furnished, whereas a property at the higher end of the market would normally be expected to be unfurnished. It will of course depend on your own individual circumstances as well and what's also important to consider is that white goods are usually supplied whether a property is let unfurnished or furnished.

WHO LOOKS AFTER THE GARDEN?

The upkeep of gardens is written in the tenancy agreement and is the tenant's responsibility, however it's recommended that necessary equipment is supplied to ensure that the tenant adheres to this. Should you have large gardens or plants that require special attention, we can arrange a gardener at low cost.

WHAT HAPPENS IF THE TENANT DISAGREES WITH A DEDUCTION FROM THEIR BOND?

An adjudication process is offered by the bond scheme to settle any potential dispute over proposed deductions at the end of a tenancy. This is why we have invested heavily into the quality of our inventory reports, as the outcome of any adjudication will depend on the evidence supplied. As your agents, we will do our utmost to ensure you are best protected.

FAQ

WHAT HAPPENS IF I WANT TO RECLAIM POSSESSION OF THE PROPERTY?

Under An Assured Shorthold Tenancy agreement, the Landlord has mandatory rights to serve a minimum of two months' notice to reclaim possession of their property at the end of the fixed term contract. At the end of the notice period, the tenants will have been expected to vacate your property.

WHAT IS RIGHT TO RENT?

The "Right to Rent" scheme was rolled out across England in February 2016. Its purpose is to make sure that tenants have a legal right to live here before granting a tenancy. Failure to obtain sufficient proof of residence will result in a fine.

DO I NEED TO PAY TAX ON RENTAL INCOME?

All Landlords could be liable to pay tax on their rental income, whether they live in the UK or abroad. Further information can be found on the Inland Revenues website.

DO I NEED TO USE YOUR DEPOSIT SCHEME WHEN REGISTERING MY TENANTS BOND?

As part of our fully managed service, we register the bond in our chosen scheme, though you have the option to choose a different deposit scheme should you wish to manage the tenancy. We can guide you on which is the most suited to your needs.

DO CAN I ENTER THE PROPERTY WHILST IT'S TENANTED?

You are required to give the tenant appropriate notice before entering the property.

WHO IS RESPONSIBLE FOR THE UTILITIES AND TV LICENSE?

It's stated in the tenancy agreement that the tenant is responsible for paying council tax and utility bills. It is also the tenant's responsibility to pay the TV license, unless the Landlord has supplied a TV as part of the tenancy.



Get permission to let from your mortgage lender



Review buildings and contents insurance



Check all appliances to be working



Supply appliance instruction manuals (usually found online)



Legionella Risk Assessment



Smoke Alarms



Carbon Monoxide Alarms



Gas Safety Check



Electrical Safety Check



Energy Performance Certificate



Leave property in clean order



Provide ABODE with full sets of keys

ABODE

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