

Landlord's Guide & Information



Central
PROPERTY LETTINGS
EST. 1994

Why choose us?

Established in 1994 Central Property Lettings are the area's leading, specialist, independent agency and provide a complete service to Landlords in Tenant Introductions, Property Management and Property Refurbishment.

Our extensive experience has enabled us to clearly identify and service the needs of landlords. We give 100% commitment to managing your property and finding you the most suitable Tenant. We are not part of an estate agency and as a result, we can guarantee you a totally dedicated service.

What's more, being a [LetAlliance Letting Agent](#) means we can offer all Landlords full Rent Guarantee protection (Nil excess).



We operate state of the art computer software which can automatically match potential tenants to your property. Our internet coverage is second to none with high volumes of traffic via our website www.centralpropertylettings.co.uk and selected property portals.



Our eye catching "To Let" boards incorporate the latest 'smart board' technology with "QR" codes enabling property details to be browsed on the move. We have also developed our own iPhone and iPad app. Our profile tends to attract the high calibre, low risk tenant.



Provided certain steps are followed, letting your property can be a stress free and profitable exercise. Once you have instructed us to act on your behalf, you can relax, knowing your property is in safe hands.

Preparing To Let Hints, Tips & FAQ's

To get the most from your property and ensure that it is let swiftly it is essential that the golden rules of "CAP" are followed.

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- the property should be thoroughly cleaned
- ensure all safety regulations are complied with
- all maintenance works are up to date

A

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- neutral and light internal decoration
- non patterned carpet, throughout (*if possible!*)
- modern kitchen and white bathroom suite (*if possible!*)

P

rice

- be aware of the market conditions
- remember, empty property = £0 income
- be prepared to compromise

First impressions are lasting impressions!!!

FAQ's

What happens to the deposit?

Central Property Lettings are registered with the Deposit Protection Service. This will be only returned to the tenant once the landlord or agent is satisfied with the condition of the property.

How will I get paid?

Payment will be credited to a landlords' nominated bank account via BACS. This usually takes place 12 to 15 working days from the beginning of each month.

Who do I need to inform?

If you have a mortgage or other loan secured against the property you must receive the lenders permission before a tenant can move in. Your insurance company also need to be made aware of your intention to let.

What if the tenant doesn't pay the rent?

Provided you have opted for or renewed your rent guarantee insurance cover (provided by Let Alliance) you will receive rent due up to vacant possession.

Our Services

Gold Management

This option takes away all the day-to-day involvement of running your own let property while also **guaranteeing your rent**. We are always on hand to deal with tenant queries, however trivial. Your rental income will be credited to your bank account each month. This service includes:

- **Rent Guarantee for first 6 months! £Nil excess and legal expenses covered.**
- **Initial property visit and rent appraisal**
- **Market the property via our office displays, company website, selected property portals, iPad/ iPhone app, QR smart boards and/or local media**
- **Arrange viewing with prospective tenant. *(All viewings accompanied).***
- **Interview, carry out credit checks and obtain references for prospective Tenant(s).**
- **Arrangement of Tenancy Agreement.**
- **Collect and lodge Security Deposit with the DPS.**
- **Carry out examination of condition, at start and end of tenancy.**
- **Ensure utility readings are logged, at start and end of tenancy.**
- **Collect and process rents received and credit nominated bank account.**
- **Forward a monthly statement detailing income and expenditure.**
- **With Landlord's consent liaise with contractors and co-ordinate necessary maintenance of the property.**
- **Carry out and log periodic inspections of the property at regular intervals.**
- **Retain a spare key. *(Security coded).***



Our Services

Tenant Find Only

This service is intended for Landlord's who wish to still have an active role in the management of their property but would also like to take advantage of our search, vetting and rent guarantee procedures. Landlords would also have the option of our insurance backed rent guarantee scheme. This service provides:

- **Initial property visit and free rent appraisal.**
- **Market the property via our office displays, company website, selected property portals, iPad/ iPhone app, QR smart boards and/or local media.**
- **Arrange viewing with prospective tenant. *(All viewings accompanied).***
- **Interview, carry out credit checks and obtain references for prospective Tenant(s).**
- **Arrangement of Tenancy Agreement.**
- **Collect initial rent.**

Optional Services

- ***6 Month Rent Guarantee as provided by LetAlliance*** 
- ***Collect & lodge security deposit with the DPS***
- ***Regular property inspections***
- ***Move-Out inspection***

See 'Agency Fees' for details

Agency Fees - Service Comparison Table

Central Property Lettings offer two types of letting service - "Gold Management" or "Tenant Find Only". Most of our landlords opt for the more comprehensive Gold Management which includes a rent guarantee and provides a complete service.

Service	Tenant Find Only	Gold Management
Rent Appraisal	FREE	FREE
Marketing Property (on Instruction)	FREE	FREE
Preparation of Assured Shorthold Tenancy (AST) Agreements	Included in Set-up Fee	Included in Set-up Fee
Tenancy Deposit Administration through The Deposit Protection Service (The DPS)	£48.00	Included in Set-up Fee
Initial Schedule of Condition (Unfurnished)	£90.00	Included in Set-up Fee
Photographic Inventory & Schedule of Condition (Furnished)	£120.00	£60.00
Initial 6 Months Rent Guarantee	£144.00	Included in Set-up Fee
Subsequent 6 Months Rent Guarantee	£144.00	£84.00
Property Inspections	£48.00	Included in Management Fee
Renewals of AST	£48.00	Included in Management Fee
Issuing of Notice for Rent Increase - (Section 13)	£48.00	Included in Management Fee
Issuing of Notice for Repossession - (Section 21)	£48.00	Included in Management Fee
Correspondence on behalf of Landlord	£12.00 per letter	Included in Management Fee
Move-Out Inspections	£48.00	Included in Management Fee
Tenancy Set-up Fee	£375.00	£275.00
Subsequent monthly Agency Fees (Gold Management ONLY)	N/A	15% of rent collected (12.5% + VAT)

All prices quoted above are ***inclusive*** of VAT at the standard rate

Essential Safety Information

The information below is intended to give a brief overview of points to consider prior to letting your property:

The Gas Safety (Installation and use) Regulations 1998

These regulations are to ensure that all gas appliances are installed properly and maintained in a safe condition to primarily avoid risk of carbon monoxide poisoning.

ALL 'Gas Appliances' in rented accommodation and Gas Installation Pipe work must be checked at least once every 12 months by a 'Gas Safe' registered engineer. Records of the safety inspection and any work carried out must be kept and a copy provided to the tenant.

'Gas Appliances' includes:

- Central heating systems
- Gas cookers
- Gas fires
- Gas heaters

'Gas Installation Pipe work' includes gas pipe work, valves, regulators and meters.

Failure to comply with these regulations may put your tenant's life at risk and also lead to prosecution with penalties of imprisonment or fines of up to £5000.

The Electrical Equipment (Safety) Regulations 1994

This regulation imposes an obligation on the landlord to ensure electrical appliances that are left as parts of a let property are safe.

If you are leaving any electrical appliances as part of the let property we would recommend they are regularly checked and tested to ensure they are safe.

Houses in multiple occupancy (HMO's) have particular requirement to follow also.

Energy Performance Certificates (EPC)

Since October 2008 landlords offering property for rent have been required by law to provide prospective tenants with an Energy Performance Certificate for their property. A new certificate will not be required on each let since, in the case of rental property, EPCs will be valid for 10 years. Central Property Lettings can organise for an EPC to be done for a landlord's rental property.

The Furniture and Furnishings (Fire) (Safety) Regulations 1998

All upholstered furniture made after 1950 is included within these Regulations. The furniture covered by the Regulations include sofas, settees, seat pads, beds, head boards, pillows, arm chairs, scatter cushions, futons, mattresses, and bean bags, but not curtains, carpets, bedclothes (including duvets) and mattress covers. To comply with the Regulations these types of furniture must be fire resistant and in most cases carry a permanent label to this effect.

Central

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THE PROPERTY OMBUDSMAN

Approved Redress Scheme



We Let.....the others follow