

**YOUR PROPERTY**

**IN SAFE HANDS**



**Letting \ Property Management  
& Estate Agents**

## AN INTRODUCTION :-

We are an experienced and respected letting \ management and sales office for properties throughout the Bradford area specialize in lettings and property management and have over **15 years professional experience in the Bradford area with over 300 properties under full management.**

We let out many different types of property in **all areas of Bradford** to include :-

**Back To Backs**



**Through by Light Cottages**



**Through Terrace Houses**



**Semi - Detached**



**Detached**



**Apartments**



Our friendly, experienced staff make the process of letting your property easy and worry free with all property treated as if it were our own.

Our office is fully computerised with specialist lettings and property management software.

We are also members of the **National Association Of Estate Agents, The Bradford & District Auctioneers & Estate Agents Association, The National Approved Letting Scheme** and also

hold professional indemnity and client money protection insurance.

Our professional letting and management service includes **HomeLet Insurance which will give you total financial security and peace of mind** when letting your property through our office.

References are available from from past and present clients if required or simply call into our office and we can show you why we offer the best letting \ property management service in the area.

## **COMMONLY ASKED QUESTIONS :-**

**Q.** Do I need to tell my bank or building society ?

**A.** Yes – They are the legal owners until your mortgage is paid. You may be charged an additional 1% in interest and an administration fee.

**Q.** Does my property need to be furnished ?

**A.** No – Most properties are let with only carpets, curtains and a cooker, with no real difference in the rent if the property was fully furnished.

**Q.** Do I need any testing work to be undertaken ?

**A.** A landlords gas certificate is required from a CORGI registered heating engineer and an electrical safety inspection report from a NICEIC electrical engineer – HomeLets can undertake the above if required. Any upholstered furniture must also be fire resistant.

**Q.** Can I leave my property up for sale and let it out at the same time.

**A.** Yes – although it may be slightly more difficult. to locate a tenant

**Q.** Do I need to insure my property ?

**A.** Yes – You must also inform your insurers that the property will be tenanted or any future claims will be void.

**WE CAN ALSO SELL YOUR PROPERTY ON A NO SALE - NO FEE BASIS FOR £650.00 PLUS VAT TO INCLUDE ALL ADVERTISING COSTS .**

### **THE RESIDENTIAL LETTING AND**

#### **PROPERTY MANAGEMENT SERVICES WE CAN OFFER:-**

##### **LETTING SERVICE –**

- \* INITIAL INSPECTION OF THE PROPERTY
- \* RENTAL VALUATION AT NO OBLIGATION
- \* LOCATING SUITABLE TENANTS
- \* VIEWINGS OF THE PROPERTY
- \* APPLICATIONS TO LET THE PROPERTY
- \* TENANCY AGREEMENT
- \* INVENTORY
- \* SIGNING OF ALL DOCUMENTATION

##### **PROPERTY MANAGEMENT SERVICE -**

- \* HOMELET INSURANCE – i.e. rent guarantee, legal protection
- \* GENERAL MANAGEMENT DUTIES
- \* RENT COLLECTION
- \* INSPECTION OF THE PROPERTY
- \* TENANT QUERIES
- \* MAINTENANCE WORK
- \* STATEMENTS OF ACCOUNT
- \* RE – LETTING THE PROPERTY
- \* LETTING AND MANAGEMENT CONTRACTS

**OUR LETTING SERVICE IS AS FOLLOWS:-**

**INITIAL INSPECTION OF THE PROPERTY -**

This is undertaken by one of our experienced managers who will assess the property and advise on all aspects of the proposed letting to include any improvements which may be required, advice on what types of tenant would suit the property, what furnishings may or may not be required, mortgage approvals, fire regulations, corgi gas checks and to generally explain the procedure of letting your property through HomeLets.

**RENTAL VALUATION AT NO OBLIGATION -**

This is undertaken in line with other similar properties in the area and to ensure the rent you require is not too high where it may take some time to let your property or too low where rent monies are lost.

**LOCATING SUITABLE TENANTS -**

HomeLets will immediately market the property through our Thornton Road office and will locate suitable tenants in accordance with your requirements. We have waiting lists of all types of tenants and receive enquiries daily for rented accommodation. We also offer a mailing list service to tenants and work for companies requiring short and long term accommodation for their employees. Suitable tenants are normally located within 1 - 4 weeks. **Free marketing is provided via Yellow Pages, To Let Boards, Internet and regular advertising in the T & A.**

**VIEWING THE PROPERTY -**

Tenants can be shown around the property and be accompanied by a representative of HomeLets and / or by the owner of the property.

**APPLICATIONS TO LET THE PROPERTY -**

Prospective tenants will fill in an application form stating details of their employment, bank, previous landlord and other personal information which HomeLets can check to verify if the tenant is capable of letting your property. Credit checks are also undertaken to disclose county court judgements and ensure that the tenant is on the voters roll etc.

**TENANCY AGREEMENT -**

On Locating satisfactory tenants HomeLets will draw up an appropriate tenancy agreement in compliance with your instructions. The agreement is normally a 6 month assured shorthold tenancy. Please note that 2 months notice is required should you require your property back.

**INVENTORY -**

A written inventory of the condition and contents of the property is recorded for future reference. This is done to safeguard any future disputes which may occur.

**SIGNING OF DOCUMENTATION -**

HomeLets will attend the signing of all appropriate documentation and will arrange for the transfer of all advance rent and returnable bond monies accordingly.

**WHEN THE PROPERTY IS LET OUR MANAGEMENT SERVICE IS AS FOLLOWS :-**

**HOMELET INSURANCE -**

**This is a rent guarantee and legal expenses insurance which will cover the landlord for tenants:- not paying rent, refusing to leave the property and other disputes which may occur. FULL DETAILS ARE ATTACHED.**  
**GENERAL MANAGEMENT DUTIES -**

HomeLets will manage the property on behalf of the client undertaking the following duties :-

**RENT COLLECTION -**

All rents are then collected by HomeLets and are normally paid to the client by the 15th day of each month by either cheque or paid directly into the clients bank account.

**INSPECTION OF THE PROPERTY -**

Periodic inspections will be carried out as and when required.

**TENANT QUERIES -**

HomeLets will handle all general tenant enquiries on the clients behalf and will inform the client of any problems which may occur.

**MAINTENANCE WORK -**

If Maintenance work is required HomeLets have a team of professional tradesmen on 24hr call out to deal with everyday and emergency repairs quickly and effectively. Approval is always sought from the client before work is carried out except in some emergency cases.

**STATEMENTS OF ACCOUNT -**

A full detailed statement is normally sent every month, with all accounts computerised and detailed.

**RE-LETTING OF THE PROPERTY -**

Whilst the property is under the management of HomeLets should the property become empty HomeLets shall endeavour to re-market the property for re-let.

**LETTING AND MANAGEMENT CONTRACTS -**

Are drawn up between the client and HomeLets.

**OUR CHARGES -**

If a full **property management service** is required an initial letting fee of **£100.00** is payable taken from initial rents received from the tenant. Our charges thereafter is a **10 % management commission** of the monthly rent received. **NOTE that all advertising costs are FREE to include local newspaper advertising, professionally designed to let board, internet and general property brochure.**

If the HomeLet rent guarantee and legal expenses insurance is required an additional **3.15% commission** is charged and paid directly to the insurers.

V.A.T. is currently being charged.

If the **letting service** is required **ONLY** i.e where the client is responsible for management of the property our charges are a one off fee of **£395.00** again deducted from all initial rents received.

We are open Mon-Fri 9 a.m. to 5.30 p.m. Sat 10 a.m. – 12p.m. Evening appointments are also available if required.

**The next step** – please contact our office for a no obligation meeting or if this has been done so already we can

### **Buy to Let**

With significant returns now achievable on capital investment in the residential property in much of the UK, the buy-to-let market provides a highly efficient long-term investment medium. Currently Bradford residential property gross yields are estimated to be between 7% and 8% - however we are currently introducing properties to clients who are buying on yields of 12%-14%.



### **Pre Purchase Guidance**

Our considerable local experience offers guidance in this field, together with our independent status, means that we are able to provide practical and impartial advice on such matters as the type of property and the area of Bradford that you should consider. We will also advise on the timescale for locating tenants for a particular property and the type of tenants that the property will attract. Mortgages are also available for a choice of lenders to approach to suit your circumstances. Pre-purchase guidance is available free of charge.

### **Post Purchase Refurbishment**

From minor works to complete refurbishment, we are able to assist in the process of preparing the property for letting in a variety of ways, including the arranging and supervising of redecoration and repairs, carpeting, curtaining and furnishings. Our relationship with local suppliers and tradespeople ensures competitive pricing and quality workmanship. Our fees for arranging and supervising refurbishment works are a minimum of 10% of the total expenditure.

### **PreparingThe Property**

We have found from experience that a good relationship with tenants is the key to a smooth-running tenancy. As Property Managers the relationship part is our job, but it is important that the tenants should feel comfortable in their temporary home, and that they are receiving value for their money. This is your job. Our policy of offering a service of quality and care therefore extends to our tenant applicants too, and we are pleased to recommend properties to rent which conform to certain minimum standards. Quality properties attract quality tenants.

### **General Condition**

Electrical, gas, plumbing, waste, central heating and hot water systems must be safe, sound and in good working order. Repairs and maintenance are at the landlord's expense unless misuse can be established.

### **Appliances**

Similarly, appliances such as washing machine, fridge freezer, cooker, dishwasher etc. should be in usable condition. Repairs and maintenance are at the landlord's expense unless misuse can be established.

### **Decorations**

Interior decorations should be in good condition, and preferably plain, light and neutral.

### **Furnishing**

It is recommended that you leave only minimum furnishings, and these should be of reasonable quality. It is preferable that items to be left are in the property during viewings. If you are letting unfurnished, we recommend that the property contains carpets, curtains, and a cooker.

### **Personal Items**

Personal possessions, ornaments, pictures, books etc. should be removed from the premises, especially those of real or sentimental value. Some items may be boxed, sealed and stored in the loft at the owner's risk. All cupboards and shelf space should be left clear for the tenant's own use.

### **Gardens**

Gardens should be left neat, tidy and rubbish-free, with any lawns cut. Tenants are required to maintain the gardens to a

reasonable standard, provided they are left the necessary tools. However, few tenants are experienced gardeners, and if you value your garden, or if it is particularly large, you may wish us to arrange maintenance visits by our regular gardener.

### **Cleaning**

At the commencement of a tenancy the property must be in a thoroughly clean condition, and at the end of each tenancy it is the tenant's responsibility to leave the property in similar condition. Where they fail to do so, cleaning costs will be deducted from their deposit.

### **Mail Forwarding**

We recommend that you make use of the Post Office redirection service. Application forms are available at their counters, and the cost is minimal. It is not the tenant's responsibility to forward mail.

### **Info for the Tenant**

It is helpful if you leave information for the tenant on operating the central heating and hot water system, washing machine and alarm system, and the day refuse is collected etc.

### **Keys**

You should provide two sets of keys ( one set for the tenants and one set for our office to be held in case of access requirements or emergency etc. Please contact us to discuss any specific requirements that you may have or to discuss any part of our service. You can also register to be sent free our "Guide for Landlords" information pack with lots of useful information on the whole process of letting your property through us and details of our very competitive charging structure.

### **Safety**

The following safety requirements are the responsibility of the owner (the landlord), and where we are to manage the property, they are also ours as agents. Therefore to protect all interests we ensure full compliance with the appropriate regulations, at the owner's expense.



### **Gas Appliances and Equipment**

Under the Gas Safety (Installation and Use) Regulations 1994 (amended 1996) and some other regulations, all gas appliances in tenanted premises must be checked for safety at intervals of not more than 12 months, by a CORGI registered gas engineer, and a safety certificate issued. Records must be kept of the dates of inspections, of defects identified, and of any remedial action taken.

### **Electrical Appliances and Equipment**

Under the Electrical Equipment (Safety) Regulations 1994, the Plugs & Sockets etc. (Safety) Regulations 1994 and some other regulations, electrical installations and equipment in tenanted premises must be safe. Although (unlike gas) no safety certificate is legally required, and therefore it may be adequate to perform a visual check of electrical equipment, fittings and leads, it is recommended that a qualified electrician be engaged for this purpose.

### **Furniture and Furnishings**

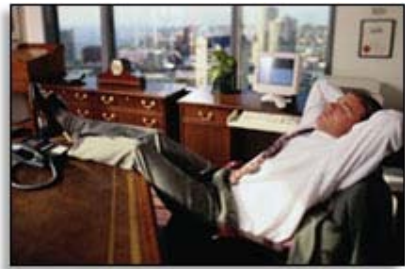
The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 & 1996) provide that specified items supplied in the course of letting property must meet minimum fire resistant standards. The regulations apply to all upholstered furniture, and beds, headboards and mattresses, sofa-beds, futons and other convertibles, nursery furniture, garden furniture suitable for use in a dwelling, scatter cushions, pillows, and non-original covers for furniture. They do not apply to antique furniture or furniture made before 1950, bed clothes including duvets, loose covers for mattresses, pillowcases, curtains, carpets or sleeping bags. Therefore all relevant items as above must be checked for compliance, and non-compliant items removed from the premises. In practice, most (but not all) items that comply must have a suitable permanent label attached. Items purchased since 1.3.90 from a reputable supplier are also likely to comply.

### **General Product Safety**

The General Product Safety Regulations 1994 specify that any product supplied in the course of a commercial activity must be safe. In the case of letting, this would include both the structure of the building and its contents. Recommended action is to check for obvious danger signs - leaning walls, broken glass, sharp edges etc., and also to leave operating manuals or other written instructions about high risk items, such as hot surfaces, electric lawnmowers, etc. for the tenant.

## **Legal Requirements**

Before a property can be let, there are several matters, which the owner will need to deal with to ensure that the tenancy runs smoothly, and also that he/she complies with the law. For brief details of a subject click on a blue link below, or scroll down the page. If you require further advice or assistance with any matter, please do not hesitate to [\*\*contact us\*\*](#).



## **Mortgage**

If your property is mortgaged, you should obtain your mortgagee's written consent to the letting. They may require additional clauses in the tenancy agreement of which you must inform us.

## **Leaseholds**

If you are a leaseholder, you should check the terms of your lease, and obtain the necessary written consent before letting.

## **Sub-letting**

If you are a tenant yourself, you will require your landlord's consent.

## **Insurance**

You should ensure that you are suitably covered for letting under both your buildings and contents insurance. Failure to inform your insurers may invalidate your policies. We can advise on Landlord's Legal Protection, and Landlord's Contents insurance if required.

## **Bills and Regular Outgoings**

We recommend that you arrange for regular outgoings e.g. mortgage, service charges, and maintenance contracts etc. to be paid by standing order or direct debit. Tenants on signing a tenancy agreement will be legally responsible for all utility charges to include electricity, gas, telephone, tv licence and water rates charges

## **Council Tax**

Council tax is the responsibility of the occupier. You should inform your local collection office that you are leaving the property. During vacant periods the charge reverts to the owner. When unoccupied but furnished, the charge is 50% of the normal rate. When unoccupied and 'substantially' unfurnished, there is no charge for the first six months, and thereafter a charge of 50% of the normal rate.

## **The Inventory**

It is most important that an inventory of contents and schedule of condition be prepared, in order to avoid misunderstanding or dispute at the end of a tenancy. Without such safeguards, it will be impossible for the landlord to prove any loss, damage, or significant deterioration of the property or contents. In order to provide a complete service to the landlord, we will if requested arrange for a member of staff to prepare an inventory and schedule of condition, at a cost to be quoted.

## **Income Tax**

When the landlord is resident in the UK, it is entirely his responsibility to inform the Inland Revenue of rental income received, and to pay any tax due. However, where the landlord is resident outside the UK during a tenancy, under new rules effective from 6 April 1996, unless an exemption certificate is held, we as landlord's agents are obliged to retain and forward to the Inland Revenue on a quarterly basis, an amount equal to the basic rate of income tax from rental received, less certain expenses. An application form for exemption from such deductions is available from this Agency, and further information may be obtained from the Inland Revenue.