

# Brian Smith Property Management

Brian Smith Property Management is an independent family owned Letting Agency who has been involved within the property industry since 1992. It strives to give their client landlords and tenants the highest quality personal and professional service available.

Our portfolio of quality properties are marketed at sensible market rents and offer good value. More importantly this is backed up by a full check-in and inventory service, and most importantly a prompt maintenance service to address any issues that may occur at the property you rent.

Please feel free to contact us either via e-mail or personally to discuss your requirements with our friendly staff. We look forward to being of service to you by either managing your property or helping you find the right property for your requirements.

**Brian Smith Property Management is a SAFEagent.**



S1414

**Safe Agent Fully Endorsed** is a mark denoting firms that protect landlords and tenants money through a client money protection scheme. Full details of the scope of the scheme can be obtained from the scheme operator. For more information on SAFEagent visit [www.safeagents.co.uk](http://www.safeagents.co.uk)



Brian Smith Property Management is a firm accredited by The National Approved Letting Scheme which is a government backed accreditation scheme that offers peace of mind to landlords and tenants through the knowledge that the firm they are dealing with offers clearly defined levels of customer service

## Documents included in this information pack

- ❖ Introductory letter.
- ❖ Information for Landlords
- ❖ Contract with our terms and conditions.
- ❖ Information on The National Approved Letting Scheme.
- ❖ Information on insurance we advised you to consider.
  - Landlord's buildings and contents.
  - Landlord's legal and rent guarantee.
- ❖ Check list of helpful information.

# Landlords Information

## Mortgage Consent

You may need to seek approval from your mortgage lender. Their consent is normally given providing there are no arrears and that you have appointed a responsible managing agent.

## Furnished or Unfurnished?

From a legal point of view it does not matter, as the law no longer distinguishes between furnished and unfurnished accommodation. For furnished properties we will be happy to advise you upon the statutory provisions relating to safety.

## Leasehold Properties

If the property you intend to rent out is leasehold, you will need to check that the lease does not contain a clause prohibiting sub-letting. The Management Company should be notified of your intention to let and arrangements should be made for payment of ground rent and maintenance charges.

## Legal Expenses & Rent Guarantee

A useful option if you need a “belt and braces” approach and have your legal expenses and rents guaranteed should the tenancy go wrong. The tenants in this instance must undergo a full referencing process. **We can arrange a quotation on request.**

## Buildings Insurance

The landlord is responsible for the insurance of the building, the tenant is responsible for the contents and accidental damage to the landlord’s fixtures and fittings. It is important that you, the landlord, confirm with the insurance company that the property is a rental property. Failure to inform them may have the affect of making the policy void. **We can arrange a quotation on request.**

## Payment of Rents

Rents are paid by the tenants on the first day of the month. The landlords rent will then be transferred to your specified bank or building society account once we are in possession of cleared funds. It is usually paid into your account within twelve days. Rent is paid net of our fees, insurances and any other expenditure. You will automatically be sent a statement once this transaction has been processed.

## Buy-to-Let

We believe that buying property to let provides a real investment opportunity. However, it is important that you take professional advice on which properties provide the best return, etc. With our knowledge of the letting market we can help you to maximise your investment to its full potential. We are happy to provide you, strictly without obligation, with any advice that you may require.

## Marketing your Property & Internet Advertising

The Internet has a tremendous impact on the way that properties are marketed to a wide audience. All properties available through Brian Smith Property Management are listed on the internet and various other internet property portals. Our web site is [www.briansmithproperty.co.uk](http://www.briansmithproperty.co.uk), via our pages on the internet we have received enquires from prospective tenants locally, nationally and worldwide. Many of these enquiries have led to successful lettings. We also advertise regularly in the local newspapers.



## Maintenance

It is important that your property is kept in good condition with any repairs or maintenance work being carried out as economically and promptly as possible. Our approved maintenance company can deal with any work that arises and act upon your instruction. Our usual practice, unless specified to the contrary, is to authorise works up to a labour value of £150.00 without referring to you. The payment is deducted from your next statement. Naturally, in an emergency, we will take all action necessary to safeguard the tenant and to avoid damage to your property. Should we need to employ a specialist company i.e. CORGI registered gas installer or qualified electrical contractor we shall, to cover our additional administrative cost, add a surcharge of 7.5% to their account. If you wish to utilize your own contractors we shall be pleased to liaise with them.

## Utility Accounts, Electricity, Gas, Water Rates & Council Tax

Initially you will need to inform us of the utility companies who supply the property. We will then notify the utility companies and local authority of the details of the new tenants when we let the property. The new tenants will be responsible for all the utility bills unless you have made arrangements for them to be included in the rent. During any void period the landlord is responsible for the property and any standing service charge that becomes due.

## Keys

This is dependent upon the service that we provide the Landlord (i.e. Full Management, Tenant Introduction or Rent Collection). You will be notified of this at the commencement of your let. We will require two sets of keys initially to conduct viewings.

## Inspection

If the property is managed by ourselves we will conduct periodic inspections. The purpose of these visits is to check the condition of the property, to examine any repairs which have been completed and report to the Landlord. A mutually convenient appointment will be arranged in advance with the tenant.

## Television

The landlord as a rule will provide the necessary aerial to receive the new format digital signal. It is the responsibility of the tenant to maintain a valid television licence for the property and pay any subscriptions to fee charging channels.

## Telephone

It is normal for the landlord to have a line installed at the property. The tenant is then responsible to apply for a service to be connected and be responsible for the account.

## Smoke Detectors

Modern and recently built properties have built in mains electrically powered smoke and fire alarms installed. If this is not the case you require a smoke detector on each level of the property.

## Gas Regulations

It is a requirement by law that all gas appliances are checked every year to confirm they are safe and conform to gas safe regulations. We will carry out the inspections on your behalf every year and deduct the cost from the rent unless you instruct us that you have made your own arrangement with a duly qualified engineer.



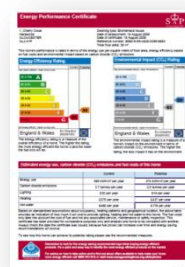
## Electrical Safety

We require an Electrical Safety Certificate to satisfy both ourselves and the tenant that the property is safe. We also like to carry out a simple test between tenancies to make sure previous tenants haven't interfered with the electrical system to protect both the landlord and his agent from potential litigation.



## Energy Performance Certificate

It is a legal requirement for all properties placed on the market for sale or to let must have an Energy Performance Certificate. If you have recently purchased the property there may already be an E.P.C. available, if not we are able to arrange one on your behalf.



## Furniture & Furnishings (Fire Safety Regulations)

It is important that any furniture left at the property for the tenants use must conform to fire and safety standards, if in doubt we are happy to advise you.

# Check List to help landlord

Prop Ref: .....

Prior to advertising the property to let the following information will help

Does the property have the following	Yes	No	Ref / Action
EPC			
Gas Safe Certificate			
Electric Test			
Buildings Insurance			
Telephone Line			
TV Ariel [digital compatible]			
SKY dish			
Smoke Detectors			
May we put up a board			

Does the Landlord have preferred tradesmen	Yes	No	Contact
Gas			
Plumbing			
Electrical			
Building			
Is the landlord happy to use our contractors			

Does the Landlord have an preference	Yes	No	
Pets			
Smoking			
Shares			

Utilities	Contact
Gas	
Electric	
Water	
Council	

Other info .....

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