



A GUIDE TO RENTING OUT YOUR PROPERTY

INTRODUCTION

There are many aspects to renting out a property that can quite easily slip through the net - unless of course you have previous property experience.

To avoid catching yourself in a tricky situation we have put together some information that will guide you into making the right choices on your property adventures.

We are also available to have a more in-depth conversation should you need it - please feel free to call us on [01733 748031](tel:01733748031)



We are a professional property organisation dedicated to the advancement of the property market.

THE OBJECTIVE

Our objective is to get every landlord on the same page - we want the property you rent out to be of a standard that would suit the masses. We are here to offer a helping hand, providing support and information that will help you become the best landlord around.

THINGS YOU NEED TO KNOW

Being a landlord is hard work. There are many things that need to be in place, so as you meet the legal requirements and can ensure your journey into being a landlord is smooth sailing.

Fear not - We are here to lend a helping hand. We have put together some information that will allow you to walk into this with your eyes wide open



WHAT SHOULD MY CHECKLIST INCLUDE?

From our extended experience of helping landlords through the processes of renting their properties - we feel that your checklist should definitely have the following 17 things factored into what you need to consider.

These are all the basic requirements for renting out your property, for more information on each point - please refer to the last page

Checklist



What you need to do before renting your property

Deposit Cap

Permitted fees are outlined – such as a refundable holding deposit

Deposit protection – government approved scheme

Length of tenancy

Rules – smoking & pets

Bills – affordability

Working smoke alarms & carbon monoxide detectors – evidence must be provided to tenants

Safety

Fitness for human habitation – ensuring the property is safe, healthy and free from things that could cause serious harm.

Licensing – such as HMOs and selective licensing

Take meter readings to support tenants and protect landlords

Inventory including photos and detailed descriptions

Gas safety certificate – Proof must be provided to tenants

EPC – energy performance rating of the property

A guide in how to rent for your tenants - 'How to Rent Guide'

Make sure your properties electrics have been checked under the Electrical Safety Standards in the Private Rented Sector

Tenancy Agreement to support the above

Checklist



Landlord Duties - Things to do whilst you have tenants

Safety of exterior of building

Deal with any problems with water, electricity and gas

Maintain any appliances and furniture you supply

Carry out most repairs

Arrange an annual gas safety check

Arrange a five yearly electrical safety check.

EPC every 10 years – Section 21 Notice can't be used if there isn't a valid certificate. You will need one to market the property and sign the tenancy.



LET'S GET DOWN TO DETAILS

A gas safety certificate.

As a landlord you must provide a copy of this certificate before you enter into a tenancy of the property and you must give your tenant a copy of the new certificate after each annual gas safety check, if there is a gas installation or appliance.

Deposit paperwork.

If your tenant has provided a deposit, you as the landlord must protect it in a government approved scheme within 30 days and provide prescribed information about the deposit to the tenant. The information should make it clear how the tenant can get their money back at the end of the tenancy.

The Energy Performance Certificate (EPC).

As a landlord you must provide a copy of the EPC, which contains the energy performance rating of the property you are renting, free of charge at the onset of your tenancy. As of April 2020, all privately rented properties must have an energy performance rating of EPC Band E or above (unless a valid exemption applies) prior to being let out. Your tenants can also search online for the EPC and check its rating on <https://www.epcregister.com/>.

Record of any electrical inspections

Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, landlords have to get their property electrics checked **at least every five years** by a properly qualified person. This applies to new tenancies from 1 July 2020 and existing tenancies from 1 April 2021. The electrics must be safe and you must give proof of this.



LET'S GET DOWN TO DETAILS

Evidence that smoke alarms and any carbon monoxide alarms are in working order

You must provide evidence that alarms are in working order at the start of the tenancy. A CO2 alarm is compulsory if the property uses solid fuels – such as coal and wood or there is a gas fire fitted, or if your property is subject to the licensing regime. Tenants should then regularly check they are working.

Seek permission to enter your property

You must give at least 24 hours' notice of proposed visits for things like repairs and those visits should take place at reasonable times – neither you the landlord nor the letting agent is entitled to enter the premises without the tenant's express permission.

Get a licence for the property

if it is a licensable property.

Ensure the property is at a minimum of EPC

energy efficiency band E (unless a valid exemption applies).

Insure the building

As a landlord you need to make sure to cover the costs of any damage from flood or fire.

Check that the property is safe

Check regularly to ensure all that products, fixtures and fittings provided are safe and that there haven't been any product recalls. Help is available at the Royal Society for the Prevention of Accidents (ROSPA), Trading Standards and the Child Accident Prevention Trust.



LET'S GET DOWN TO DETAILS

Ensure blinds are safe by design

As a landlord you are responsible for making sure that blinds are safe and they do not have looped cords. This is especially important in a child's bedroom. More information can be found at www.rosipa.com/campaignsfundraising/current/blind-cord

Ending the tenancy

You must give proper notice if you want the tenant to leave. Normally, the landlord must give at least 2 months' notice, and – unless there is a break clause – the tenant cannot be required to leave before any fixed period of the tenancy has come to end.

A section 21 notice cannot be served during the first 4 months of a tenancy, and cannot be actioned during the first 6 months of a tenancy.

Returning the deposit

If the tenant has met the terms of their tenancy agreement, then they should get all of their deposit back at the end of their tenancy.

You can withhold part of their deposit to compensate for any damage caused to your property or furnishing or cleaning required, or for unpaid rent, but not for reasonable wear and tear.



If you need any help with renting out your property or have questions regarding your responsibilities as a landlord please get in touch we would be happy to help.



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