



Landlord Guide .



Introduction .

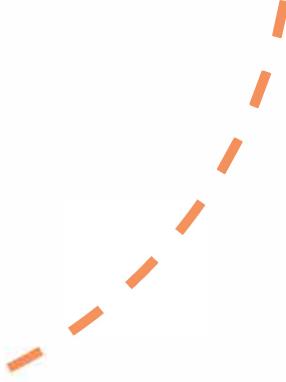
Property investment has for many years consistently outperformed other investments and, in the current economic climate, demand for rental investments has increased significantly as excellent yields can be obtained together with capital growth, which has averaged over 20% per annum in recent years.

Amos Estates have been established since 1972 and we pride ourselves on over 43 years' worth of experience, knowledge and customer service, building long-standing relationships with many of our clients.

We are members of many of the governing bodies, including the National Association of Estate Agents (NAEA) and the Association of Residential Lettings Agents (ARLA), and are also signed up with The Property Ombudsman.

It is important to employ an agent registered with ARLA in order to be consulting with qualified and trained agents who can give you professional, up-to-date advice and guidance.

Our staff are fully trained and qualified in the letting and management of property and our aim is to offer a high quality and bespoke level of service to all of our clients.



Rental Income .

The rent we achieve for your property will reflect the current market levels based on comparable lettings within the local area. We will be happy to supply you with a report detailing these similar properties and their prices.

The rent will usually be exclusive of all consumables, including gas, electricity, water rates and council tax but inclusive of buildings insurance and freeholders charges.

The rent will be fixed for at least the term of the initial tenancy agreement but can then be adjusted to reflect market rentals, generally by mutual consent. Amos Estates will ensure that your rental income remains competitive and will pro-actively liaise with you on this basis.

Taxation .

In general terms the rental income, after deductions of allowable expenditure (fees and repairs), will be treated as income and will be subject to tax.

For non-resident landlords (those that do not live in the UK) you will require an approval number from the Inland Revenue for the treatment of your taxable income. An NRL1 Form (Non-Resident Landlord Form) will need to be completed and submitted to the Inland Revenue.

If this approval has not been sought there is now a legal obligation on managing agents to deduct basic rate tax at source from the rental income and so it is strongly recommended that you contact your local tax office in this respect.

Individual circumstances dictate that every client's taxation position is different and we would therefore strongly suggest that professional advice is taken from a Chartered or Certified Accountant.

Tenancy Agreement .

All tenancies issued by Amos Estates will come within the scope of the Housing Act 1988 to ensure maximum protection for the landlord, including guaranteed repossession should circumstances dictate.

The Act stipulates that the initial fixed term agreement must be for a minimum term of 6 months but may then revert to a periodic tenancy, with a rolling notice period, or a further fixed term agreement. A fixed term agreement does not provide for an early termination other than by mutual consent or repossession due to a breach of the tenancy.

We recommend that the initial term for a new tenancy be the minimum of 6 months to comply with the act and ensure compatibility with the tenant. We would then recommend a longer fixed term agreement if long-term security is required or alternatively revert to a periodic tenancy if short-term flexibility is sought. A charge will be made for the renewal of a new fixed term tenancy agreement to the same tenant.

If you would like to see a copy of our Tenancy Agreement, we would be happy to show you in branch.



HomeLet Referencing .

Working in partnership with Homelet, the UK's largest independent referencing agency, all of our prospective tenants are put through strict in-depth checks. As well as checking information about the tenant, Homelet also speak to the relevant personnel i.e. employers, previous landlords etc.

Some of the checks are listed below, including:

-  Checking for any adverse credit history, such as bankruptcy, CCJ's and court decrees.
-  Confirming that bank details provided are for a genuine bank account.
-  Investigating as to whether there is any undisclosed credit history which is linked to any previous or current homes.
-  Contacting the applicant's current landlord or managing agent for a reference.
-  Contacting the applicant's employer or accountant to confirm that their income is as stated and that their employment is not due to be terminated.
-  A check will also be done against HomeLet's own database – this will identify if the applicant has been known to HomeLet previously for non-payment of rent or any legal claims.

Only when both Amos Estates and HomeLet have approved the application will the case be progressed further. Should you wish to meet the proposed tenants at any stage, you are more than welcome to do so.

Rent Guarantee .

Although tenants are fully referenced and successfully approved at the start of the tenancy, circumstances can change! In the event of a tenant not being able to pay their rent, Homelet offers a unique market leading Rent Guarantee Policy to cover you.

This valuable protection will ensure if your tenant defaults that you will receive the monthly rent payable until you have vacant possession of the property, for up to fifteen months. Plus up to £100,000 of legal expenses cover.

- No excess on the policy.

- 100% of the monthly rent covered for up to 15 months or until you receive possession of the property (whichever comes first).

- 75% of the rent covered for a further three months following vacant possession providing the property is re-marketed for rent with Amos Estates.

- Legal expenses up to £100,000 to cover eviction costs if the tenant is in breach of their tenancy agreement.

- Cover provided for breaches of the tenancy agreement by the tenant; including non-payment of rent and expired section 21 notices.

- The policy term is 12 monthly renewable and covers the property. It therefore continues if/when the tenant changes providing they have been fully referenced by HomeLet

- Available for a fixed premium for monthly rent up to £2,500

- No Covid-19 Restrictions.

We strongly recommend this policy as it gives you total cover and protection against a change in the tenant's circumstances and non-payment of rent. If you choose our managed service in the event of a claim we would manage this process on your behalf. This is an agent only policy that is not available direct to landlords and has been negotiated to a preferential rate due to our relationship with Homelet.

Tenancy Deposit Scheme .

Legislation came into effect in April 2007 within the provisions of the 2004 Housing Act requiring that any rental deposits are fully protected. There is also the requirement that an independent arbitrary process is available if there are any disputes regarding deductions from the security deposit.

Amos Estates are fully registered with the Tenancy Deposit Custodial Scheme in order to comply with this legislation.

To this effect, we will always obtain five weeks rental as a security deposit (We are legally only allowed to hold a maximum of five weeks rent) held against the property and where we manage the property we will register this on your behalf. Should there be any disputes with the release of the deposit we will be on hand to manage this for you and, if needed, refer the case to the Tenancy Deposit Scheme.

Should we not manage the property then, as a landlord, you will need to be a member with the Tenancy Deposit Scheme or another scheme and register the deposit yourself.

Condition .

In our experience a landlord will generally obtain the type of tenant that their property deserves. So the better the condition and decor, the better the tenant and rental income.

The property should be clean and tidy throughout, in good decorative order, with well-maintained gardens and safe, modern appliances. Central heating should be serviced regularly and all appropriate instruction manuals should be readily available.

The terms of our Tenancy Agreement stipulate that, upon vacation, your property should be returned in the same condition as when a tenant entered at the start of the tenancy, subject to fair wear and tear. With a managed service regular inspections are carried out to ensure that your property is kept in satisfactory condition during the course of the tenancy. Should a dispute arise between the parties at the final inspection, the rental deposit can be held where appropriate while compensation is negotiated.



Professional Inventories

We will provide a full professional, independent, photographic and descriptive inventory - arguably one of the best on the market - to give you the best protection we can.

This will accurately document the property's current condition and give us the benchmark to use when inspecting the property. When the tenant moves out, it will be this inventory that will be used to compare the original condition to the new condition. Should there be any disputes, this thorough inventory will be extremely important when deciding which party is awarded any monies. Should you want to see an example of one of our inventories, please contact us. We will be happy to show you a copy in branch.



Legal Requirements .

There are a number of important safety regulations that your property must comply with before you can offer it for let on the rental market.



Gas Safety Certificate

The Gas Safety (Installation and Use) Regulations 1998 ensure that it is a legal, mandatory requirement that all gas appliances, pipework and flues are checked every 12 months and that a Gas Safety Certificate is issued.

These regulations apply to all landlords with gas appliances, and failure to comply can lead to heavy financial penalties and/or imprisonment.

If Amos Estates are instructed to manage the property, we, along with our contractors, will ensure that a valid Gas Safety Certificate is held on file at all times and will require a certificate before any tenancy can begin.

LANDLORD/HOMEOWNER GAS SAFETY RECORD

Details of Registered Business:

Appliance Details:

Inspection Details:

Any Defects Identified:

Inspected by:

Details of Work Carried Out:

Customer Gas Safety Appliance Check Inspection:

Record Issuer for Signature:

ATTENTION:



Electrical Safety (EICR)

It is now law for all rented properties to have an EICR - now a key part of electrical safety. Landlords have the responsibility to ensure that a tenanted property has an electrical installation that is safe to use by its tenants.

The five main aims of an electrical installation condition report are:

To record the results of the inspection and testing to make sure the electrical installation is safe to be used until the next inspection.

Find any damage and wear and tear that might affect safety, and report it.

Find any parts of the electric installation that do not meet the IET Wiring Regulations.

Help find anything that may cause electric shocks and high temperatures.

Provide an important record of the installation at the time of the inspection, and for inspection testing in the future.

We will therefore require a satisfactory certificate to be provided for the property which will be valid for 5 years. Should you need a certificate to be organised, we will be happy to assist.

Energy Performance Certificate and Minimum Energy Efficiency Standards.

An energy Performance Certificate (EPC) gives a property an efficiency rating from A (most efficient) to G (least efficient) and is valid for ten years.

They are needed whenever a property is built, sold or rented and contains information about a property's energy use and typical energy costs as well as recommendations about how to reduce energy use and save money. This must be made available to any viewer of the property and provided to the incoming tenant as part of a Tenancy Pack.

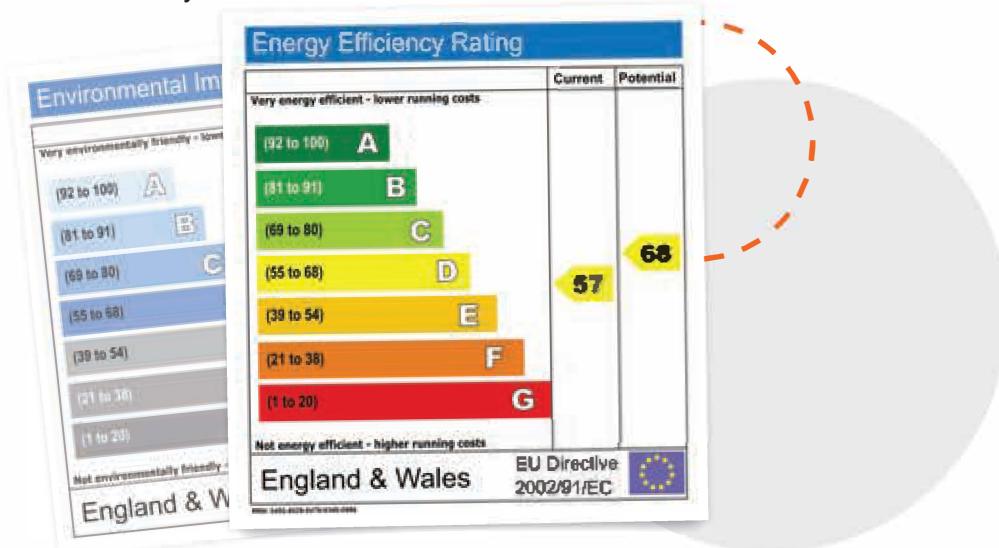
Since the 1st April 2018 it became unlawful for Landlords to grant new tenancies for properties that have an energy efficiency rating of F and G, unless an exemption applies, or the Landlord has made all the relevant energy efficiency improvements.

Therefore, your rental property must have a valid in date EPC with a rating of E or higher.

We can organise an EPC for you if required.

Southend Borough Council Selective Licensing Scheme

The scheme was approved to cover families living in private rented homes within specific neighbourhoods in Milton, Kursaal, Victoria and Chalkwell wards. The scheme is designed to help regulate conditions, management, and occupation of properties. A license should be applied for directly with the council prior to the letting of your property and will be valid for 5 years.





Smoke Alarms & Carbon Monoxide Detectors .

The Smoke and Carbon Monoxide Regulations 2015 require landlords in the private sector in England to ensure that a smoke alarm is equipped on every storey of their rented dwelling when occupied under a tenancy.

A carbon monoxide alarm needs to be equipped in any room which contains a solid fuel burning combustion appliance. The regulations also require landlords to ensure that such alarms are in proper working order at the start of each new tenancy.

Fire Regulations .

The Furniture and Furnishings (Fire Safety) Regulations 1993 (amended 1997) stipulate that all rental properties must have furniture complying with fire regulations and display a permanent green triangle label clearly indicating that they are fire-resistant.

There are severe penalties for non-compliance and the terms of the regulations cannot be avoided by giving or selling furniture to the tenant.

In our experience most of the tenants we seek do not require furnishings to which the above regulations relate. For this reason, and because of the aforementioned regulations, we would generally recommend that properties are let unfurnished.

Disability & Equality Act 2010 .

The law states that it is illegal to discriminate when providing goods and services, including rented accommodation, on the basis of age, religion, sex, disability, race or sexual orientation. Although this is not an exhaustive list these are known as the protected characteristics.

As a landlord you are able to stipulate tenants that are non-smokers, are in employment and are not looking to be sharers, as this is outside of the protected characteristics previously mentioned. If tenants do not meet the Homelet referencing criteria then we are able to refuse them under this basis.

Legionnaires' Disease .

Legionnaires' Disease is a pneumonia like illness caused by Legionella bacteria and can be fatal. The infection is caused by breathing in small droplets of water contaminated by the bacteria.

To comply with the law, landlords and agents need to be aware that Legionella bacteria can multiply in hot or cold water systems and storage tanks, and be spread via showers and taps. They survive at low temperatures and thrive at temperatures between 20 - 45 °C if the conditions are right. They are killed by high temperatures at 60 °C or above. Risk assessments must identify potential sources of exposure, and steps must be taken to prevent or control any risk that is identified. Most rented premises will be low risk but it is important that risk assessments are carried out and control measures introduced.

Normally there is no reason why the landlord should not carry out this risk assessment themselves so long as they are competent. Usually there will be no need to employ a consultant. Steps taken to control the threat of Legionella include disinfecting the system, ensuring no water can stagnate anywhere, insulating pipework and keeping water cisterns covered and free of debris. Tenants should also be advised about risks and told to take precautions such as flushing through showers they rarely use. We would recommend taking professional independent advice if you require further information.

Permission to let .

Before you can proceed with offering your property to let, there are various permissions that must be sought first.



All Legal Owners

All legal owners must consent to the letting of the property and must sign and be listed on our contract.



Mortgage Lender

Please ensure that you have informed your lender that the property will be let or check the conditions of your mortgage confirming that you have permission to let.



Managing Agents on Leasehold Property

Please ensure that you have informed your managing agents or checked the contents of the head lease provided for subletting.



Buildings and Contents and Public Liability Insurance

You should inform your current insurance provider of your intention to let the property so that they are aware that there will be tenants living in the property. They will then be able to adjust your current policy or suggest a new one that best suits your needs.

Amos Estates Marketing Programme .

At Amos Estates we pride ourselves on our tailored marketing programme to ensure that we are able to find you a high-quality tenant in the fastest possible time, therefore reducing any costly void periods with your property being untenanted.

Promoting your Property .

When it comes to renting your property, we develop a tailored and comprehensive marketing strategy to reach as wide an audience as possible.

Making your home stand out all starts with the photography. To ensure we capture your home in its best possible light, we have professional photographers to take all of the images that will be used in your property's lettings adverts.

When combined with floor plans, engaging property descriptions and clever layouts designed to highlight key features of your home, these photographs help to create the most informative and eye-catching property particulars on the market.

The image shows a person's hands holding an open magazine. The left page is a full-page advertisement for 'avos estates'. It features the company logo with a stylized orange 'o' and the word 'avos' in white, followed by 'estates' in orange. Below this is a list of services: Residential, Commercial, Lettings, and Financial. At the bottom, it says 'Making property Personal since 1972' and 'Part of Savills, the world's property network'. The right page is a 'LETTINGS' section with several property listings. Each listing includes a small image of the property, the location, the price, and a 'LEASE' or 'FOR SALE' status indicator. The properties shown are in Westcliff-on-Sea, Hadleigh, and Leigh-on-Sea.



Quality photographs are taken

Quality photographs are taken with professional cameras by fully trained staff.



Proactive Tenant Contact

We actively contact the applicants we have stored on our database.



TO LET boards

Our 'eye-catching' boards highlight that the property is on the market to local applicants.



Window Display

We are able to expose your property in our High Street window displays to local passers-by.



Website Advertising

We advertise on the most popular property websites, including Rightmove, Zoopla, Prime location and our own site Amos Estates.com with a 24 hour chat facility



Social Media

We have our own Amos Estates Facebook page with a large local following to present your property to.



Drone photography

Our prominent and distinctive drone photography help attract more tenants.



Opening Hours

Our longer opening hours mean we are able to book viewings and not miss important enquiries.

● **Letting Service .**

- Market the property using our Amos Estates specialist marketing programme
- Accompanied viewings
- Negotiation of offers to achieve the best possible price
- Completing thorough checks on all applicants via Homelet Enhance Referencing
- Obtaining a maximum of a five week security deposit
- Production of the latest ARLA approved AST Tenancy Agreement
- All legal documentation completed and served to tenants
- Compile and supply compliance pack of legally required certification to tenants
- Arranging of move-in monies from the tenant and key release
- Arrange and supply a market leading photographic and descriptive Inventory Report

● **Full Management Service .**

In addition to the above:

We have a dedicated property management team with the experience and qualifications to ensure your property investment will be looked after in the most professional manner. Amos Estates will be the point of contact for your tenant throughout the tenancy meaning your personal details will not be disclosed to them.

Accounting -

- Registration of the tenant's security deposit with our TDS Custodial Scheme
- Collection of monthly rent with accounting statement emailed
- Payment of contractor invoices and other property related invoices
- Pursue late payment of rent
- Arranging of compliance certificates (Gas, EPC and EICR) when required

Maintenance -

- Access to our high-quality and trusted contractors including emergency support
- All repairs reported to and managed by us
- Arrangement of any quotations / estimates for any repairs or general maintenance
- Property inspections with a photographic and descriptive professional report

Legal -

- Negotiate and execute legally compliant fixed term renewal of tenancy
- Advice on any issues or breaches affecting the tenancy
- Submission and supervision of any HomeLet Rent Guarantee policy
- Prescribed service of Section 21 tenancy termination notice
- Court Attendance if required
- Meet Bailiff at the property if required

Upon vacation of tenancy -

- Final Inspection of the property
- Negotiation agreement and return of the deposit with the tenant
- Compile representation for adjudication where deposit return agreement cannot be reached
- Advice the local council of the tenants departure



For more information .

For more information about our property lettings services for landlords, please contact our lettings team using the details below.

Call **01702 555 888**

Email **lettings@amosestates.com**

Visit **amosestates.com**

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319 London Road, Essex SS7 2BN

t: 01702 555 888

e: hadleigh@amosestates.com

Hockley Office:

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