

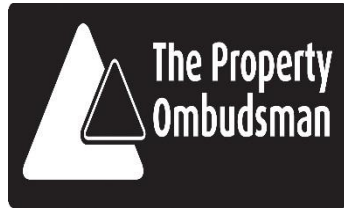
Information for Landlords

Whether you are a homeowner looking to rent out your property, a seller who can't sell and needs to move, a Buy to let landlord with one or a portfolio of properties, or an existing landlord looking for a change of agent, Pike Smith & Kemp Lettings LLP will make sure that you receive the lettings service you require. We will ensure that we maximise the return on your investment by providing you with a rental income for the duration of your let as well as providing you with comprehensive advice and up to date information on the legalities of renting out your property.

We can provide you with any of the services below to suit your requirements, depending on how much or how little involvement you want with your tenant:-

- ❖ **Introduction of a Tenant – We do the pre tenancy checks and provide you with the tenancy agreement after which you deal with your Tenant directly.**
- ❖ **Introduction & Rent Collection service – We do the pre tenancy checks, provide the tenancy agreement, arrange for an inventory to be carried out and collect the monthly rent from your Tenant after which you deal with the Tenant for any day to day maintenance requirements.**
- ❖ **Full Management of your Property and Tenant- We do the pre tenancy checks, provide the tenancy agreement and arrange for the inventory to be carried out, book the check in appointment with the inventory clerk, collect the monthly rent from your Tenant, deal with your Tenant whilst they are in residence. Book the inventory clerk for check out and deal with the check-out report and deposit negotiations and refund via the DPS.**

Using a state of the art computerised property management system, Pike Smith & Kemp Lettings LLP will advertise your property in full colour using the local property press and property web search engines Zoopla as well as advertising your property on our own web page www.pskweb.co.uk



We are members of the DPS (Deposit Protection Scheme) and are regulated by the Property Ombudsman redress scheme.

With an emphasis on service and professionalism we will carry out accompanied viewings with the Tenant. Once the terms of the new tenancy are agreed with you, we will make sure that your new Tenant is fully referenced using an independent reference agency who will check the Tenant's eligibility to live and work in this Country in line with the Government legislation Immigration Act 2014 "Right to Rent in the private sector" as well as carrying out the standard previous Landlord checks and income references.

The Difference

Managed by Chris Scupham and his team, Pike Smith & Kemp Lettings LLP offers the same high levels of service that have long been associated with our Company name. Whether you are considering letting your home for the first time, or you are a Buy to Let Landlord with one property or more or you just want to try a different agent, our Letting Department can provide you with the security and peace of mind that your property is in safe hands and the understanding that your Tenant is dealing with experienced and mature staff.

Our Service Levels

For Fully Managing your property our monthly fee is 12½% + VAT

- ❖ Arrangement of the Energy Performance Certificate (EPC)
- ❖ Accompanying the Tenant at the viewing of your property.
- ❖ Agreeing the terms of the tenancy with you and your Tenant.
- ❖ Obtaining reference, credit and eligibility checks for your tenant.
- ❖ Arrangement of an inventory schedule of condition for your property.
- ❖ Arrangement the professional inventory clerk to meet your tenant on the start date of the tenancy to carry out the property handover/check in.
- ❖ Transfer of all utilities into your Tenant's name.
- ❖ The Landlords Gas Safety Record.
- ❖ Collecting the monthly rent from your Tenant and accounting to you monthly with a regular statement.
- ❖ Two property inspections per year.
- ❖ Advising on any repairs needed.
- ❖ Payment of bills using rent received.

For collecting the rent for your property our monthly fee is 10% + VAT

- ❖ Arrangement of the Energy Performance Certificate (EPC)
- ❖ Accompanying the Tenant at the viewing of your property.
- ❖ Agreeing the terms of the tenancy with you and your Tenant.
- ❖ Obtaining reference, credit and eligibility checks for your Tenant.
- ❖ Collecting the monthly rent from your Tenant and accounting to you monthly with a regular statement.

For Introduction of a Tenant our one off fee is 8% + VAT of the monthly rent multiplied by the term of the tenancy and includes:-

- ❖ Arrangement of the Energy Performance Certificate (EPC)
- ❖ Accompanying the Tenant at the viewing of your property.
- ❖ Obtaining reference, credit and eligibility checks for your tenant.
- ❖ Agreeing the terms of the tenancy with you and your Tenant.

**Additional services are available by mutual written consent and subject to additional charges.*

The Security Deposit

We collect a security deposit, usually six weeks* rent from the Tenant to safeguard against damage. Pike Smith & Kemp Lettings LLP will take on the responsibility of protecting the deposit via a government approved Custodial Tenancy Deposit Protection Scheme namely, The Deposit Protection Scheme (DPS). At the end of the tenancy for fully managed properties we will arrange for the property to be inspected by the Inventory Clerk and any costs attributable to the Tenant will first be agreed with both parties and deducted from the Tenant's deposit once written consent has been provided to the DPS by both parties to the agreement.

The DPS will then distribute any agreed charges to the Landlord and any balance is refunded to the Tenant direct. In the event of a dispute, Pike Smith & Kemp Lettings LLP will liaise with you and your Tenant and if an agreement cannot be met we will submit a claim to the DPS for arbitration on your behalf.

**A higher deposit is lodged if a Pet will be living in a property*

The Tenancy Agreement

We will prepare an easy to read legal agreement which complies with current legislation. In general this will be for a period of not less than 6 months and then renewable on a month to month basis or for another fixed term. This gives you, the Landlord, the flexibility to re-occupy or re-let the house after giving the Tenant two months' notice to vacate.

Rates and Utility Services

The payment of water rates, council tax, gas, electricity, TV licence and telephone bills are generally the responsibility of the Tenants. If you have chosen a fully managed service Pike Smith & Kemp Lettings LLP will write and advise the relevant authorities and utility companies of the opening and closing meter readings, providing them with the Tenant's forwarding address for settlement of the closing accounts.

Your Responsibilities as a Landlord

Over time, Government legislation for residential rental properties has advanced. The Landlord is now responsible for ensuring that relevant safety checks and certifications have been carried out to ensure that the property you plan to rent is safe for a Tenant to live in.

Energy Performance Certificates (EPC's)

Since October 2008 it is a legal requirement to ensure that you have a valid Energy Performance Certificate. The assessment of your property should be carried out prior to marketing your rental property and a valid certificate displayed by the Agent when marketing the property. This certificate will remain valid for 10 years. Pike Smith & Kemp Lettings LLP can arrange for the assessment to be carried out prior to advertising or marketing the property at a set charge.

Gas Safety Regulations- 1998

These regulations compel Landlords to have all gas equipment, pipework and installations safety checked every year by a Gas Safe engineer. A copy of the certificate must be provided to the Tenant before the start of a new tenancy and within 28 days of renewal of the certificate. Pike Smith & Kemp Lettings LLP can arrange for the certificate to be carried out prior to the Tenant moving into the property at a set charge.

Carbon Monoxide Alarms & Smoke Alarms

From the 1st October 2015 regulations require a carbon monoxide alarm to be installed in a residential rented property in any room where there is a solid fuel burning combustion appliance. It is mandatory to fit a mains powered smoke alarm to each floor in new residential buildings built since 1992. In older properties unless the property is classified as a House in Multiple Occupation (HMO) you are responsible for ensuring that there is a working battery or mains operated smoke detector in your property. These should be tested prior to any new tenancy. Pike Smith & Kemp Lettings LLP can make arrangements for these to be supplied and fitted in your property at a set charge.

Legionnaires Disease

Under general Health & Safety law it is the Landlords responsibility to take proper precautions to prevent or to control the risk of exposure to legionella bacteria in any hot water systems contained in your rental property. Pike Smith & Kemp Lettings LLP can provide you with details of the relevant Companies who can carry out the checks on your behalf.

Inventories

Details of the property contents and a schedule of condition (the inventory) can be prepared in advance of the tenancy commencement date. An inventory schedule will form the basis for any deductions from the security deposit, once agreed between the Landlord and the Tenant. Pike Smith & Kemp Lettings LLP can arrange this on your behalf if required.

Repairs

Although we can help you with repairs, it is your responsibility to ensure that your property is maintained in good condition both prior to letting your property and once your Tenant is in residence. Repairs can be carried out by contractors nominated by you, or by Pike Smith & Kemp Lettings LLP own approved contractors. Any charges will be deducted from your account and detailed on your rent statement. Where we assist you in obtaining quotes or estimates for work or repairs to a value of £750 or over we will charge you a percentage administration fee plus VAT based on the total net invoice value of works. We will always ask for your written instructions before commencing with any large scale repairs.

To speak with us please telephone 01628 784400

Or email Chris Scupham at lettings@pikesmithkemp.co.uk

[Request a property valuation](#)
www.pskweb.co.uk

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