

# Austin

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*Residential*

Residential Lettings and Property Management.

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# Selecting your lettings service:

## Introduction Services

- Introduce prospective tenant's
- Comprehensive referencing prior to commencement
- Preparation of tenancy agreement
- Annual rent increases
- Transfer of utilities
- Register deposit with the Tenancy Deposit Scheme (Fee applicable)
- Organise Energy, Gas & Electrical safety certificates (Fee applicable)
- Arrange inventory check in & out (Fee applicable)

## Rent Collection Service

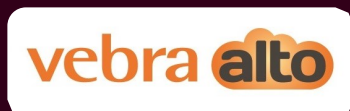
Same as above including the following;

Our rent collection service includes the same services as above with the inclusion of collecting the monthly rent and chasing any arrears up to court action if required.

## Full Management Service

Same as above including the following;

- Rent collection service
- Personal property manager
- Bespoke management service suited to your own personal and individual requirements
- Arranging for any necessary repairs with approved contractors
- Periodic inspections with photo reports provided
- Monthly rental account statements
- Deposit arbitration
- 24 hour emergency property management contact
- Annual arrangement of Energy, Gas & Electrical safety certificates (Fee applicable)



# Regulations

## **Gas Safety (installation & Use) Regulations 1998**

It is a legal requirement that a landlord must provide a tenant with a valid Landlords Gas Safety Certificate before the start of a let which must be carried out by a CORGI/Gas Safe Engineer. These certificates must be carried out annually during a tenancy.

## **The Electrical Equipment (Safety) Regulations 1994**

The landlord has a legal obligation to ensure that any electrical items supplied as part of the property are “safe” and not dangerous. ARLA strongly advises such items are regularly PAT tested by a qualified Electrical Engineer and a detailed written record maintained.

## **The Energy Performance Certificate 1<sup>st</sup> October 2008**

Since 1<sup>st</sup> October 2008 any property available for rental must have a valid Energy Performance Certificate (EPC) available for prospective tenants to view. The certificate must be carried out before we commence marketing a property.

## **Furniture & Furnishings (Fire) (Safety) Regulations**

Any soft furnishings supplied at a let property must be fire retardant and comply with 1988 Regulations. Any items that do not comply must be removed from the property prior to a let commencing.

## **Deposits**

All tenancy deposits taken by landlords in connection with an Assured Shorthold Tenancy (AST), must be protected by law under one of the listed schemes. We can hold deposits on your behalf under the Tenancy Deposit Scheme (TDS) for a registration fee.

We at Austin Residential are able to arrange all of the above Certification and Checks on your behalf.

## Landlord Checklist

YES

NO

Have you obtained your mortgage companies consent to let?

Have you arrange for the appropriate insurance?

Have you provided us with the relevant utility companies and contact details?

If you reside overseas, have you completed a non residential landlord NRL1 form from the inland revenue?

Do you have you valid EPC, Gas & Electrical certificates in place?

If furnished, does your furniture comply with the required regulations?

Have you provided us with ample sets of keys?

Have you provided instructions to operate the white goods?

It is recommended that garden equipment is provided to tenants, Will you be supplying these?

Have you arranged for an independent ?

Have you had your mail redirected?

If leasehold, have you informed your managing agent's that you will be renting the property?

Have you organised for a professional cleaner to attend?