



# **LETTING AND MANAGEMENT**

**FEES  
CHARGE TO  
LANDLORDS  
JUNE 2019**

# BARBETS LETTING AND MANAGEMENT

Fees Charged to Landlords  
(all our fees are shown INCLUSIVE of VAT)

## Landlord Property Administration

A single fee of £60.00 inclusive of VAT to cover initial administration and advertising.

## Letting Only Service (Tenant Find)

This service includes: Advertising the property; Advice on relevant legal requirements; Finding a suitable tenant, Taking up references; Preparation of Tenancy Agreement and legally required paperwork; Preparation of Statement of Internal Condition; Collection of one month's rent; Collection and registration of the Property Deposit; Setting up of tenant Utility Accounts; Settlement of Disbursement Accounts and Preparation Statement to Landlord.

A single fee of £560.00 inclusive of VAT

## Full Management Service

This service includes: Advertising the property; Advice on relevant legal requirements; Finding a suitable tenant, Taking up references; Preparation of Tenancy Agreement and legally required paperwork; Preparation of Statement of Internal Condition; Collection of one month's rent; Collection and registration of the Property Deposit; Setting up of tenant Utility Accounts; Settlement of Disbursement Accounts and Preparation of monthly Statements. Arranging Property Repairs and Maintenance; Property Inspections Half Yearly.

Single Landlord Setup Fee £120.00 inclusive of VAT  
Monthly Commission Fee 12% of the Rent Collected inclusive of VAT  
(E.g. for a monthly rent of £600.00 the fee will be £72.00 inclusive of VAT)

## Limited Management Service

This service includes: Advertising the property; Advice on relevant legal requirements; Finding a suitable tenant, Taking up references; Preparation of Tenancy Agreement and legally required paperwork; Preparation of Statement of Internal Condition; Collection of one month's rent; Collection and registration of the Property Deposit; Setting up of tenant Utility Accounts; Settlement of Disbursement Accounts and Preparation of monthly Statements. Arranging Property Repairs and Maintenance to yourself.

Single Landlord Setup Fee £120.00 inclusive of VAT  
Monthly Commission Fee 10% of the Rent Collected inclusive of VAT  
(E.g. for a monthly rent of £600.00 the fee will be £60.00 inclusive of VAT)

## Tenancy Fee (Applicable to All Services)

Preparation of the Tenancy Agreement and all associated legally required paperwork.

A Single Fee of £120.000 inclusive of VAT

## Landlord's Guide

With the changes in regulations it can certainly be a headache trying to keep track of your obligations. We have gleaned a wealth of knowledge over the years and are here to offer you advice and guidance - so please do ask us.

In brief, these are the main areas you will need to consider as a potential Landlord:

### **LANDLORD'S RESPONSIBILITY**

In general, any repairs or maintenance are the responsibility and cost of the Landlord unless it can be proved that the tenant has caused the problem by mis-use.

### **PREPARING YOUR PROPERTY**

We are able to assure you that a well maintained and presented property will command a good level of rent and similarly, a tenant of good standing. A well-presented property will also encourage longer term tenancies and a tenant who will look after their home.

Interior fixtures, fittings and decoration should be in good fettle and quite neutral throughout.

### **RIGHT TO RENT CHECKS**

The legally required rent checks will be carried out by ourselves these will ensure that a tenant who wishes to rent in the UK is legally allowed so to do.

### **STRUCTURE**

You should keep the exterior and structure of the property in good repair. You should also keep in good repair your heating, drains, gutters, external pipework as well as installations for electricity, gas, water and sanitation.

### **FURNISHINGS**

Any furniture or soft furnishings you want to leave in the property must comply with current fire regulations. Items which do not comply must be removed or indeed if you have mislaid a compliance certificate, that item will not be accepted in the property. If in doubt we are happy to advise you however the saying 'If in doubt, keep it out' is solid advice!

### **HOUSING, HEALTH AND SAFETY RATING SYSTEM**

The HHSRS allows the local authority to assess the condition of your property as well as any associated potential hazards. The aim is to keep the rental housing stock to a good standard. We are able to advise you.

### **GAS SAFETY**

An annual inspection/certification is required for your property. This relates to the boiler, fitted gas appliances, meters and pipework. A GAS SAFE registered engineer must carry out the work. Facts and figures indicate that deaths do occur each year due to non-compliant gas facilities and in these cases the finger will be pointed at the Landlord if no inspection is undertaken. We will organise this for you.

## **ELECTRICAL EQUIPMENT**

All installations must comply with current safety requirements (1994 Regulations) and not cause any danger to your tenants. Again, any testing or required works be arranged for you.

## **INSTRUCTIONS FOR LANDLORD'S APPLIANCES**

Any Landlord installations should have their instruction manuals left in the property for the tenant's use. Essentially boiler and central heating timer instructions are needed for the setting up of timer controls. Similarly, operating instructions for cookers, fires, washing machines etc. are most useful for both the tenants and ourselves!

## **LEGIONELLA (WATER SUPPLY)**

A Landlord has a duty of care to their tenant to make sure the water supply is correctly functioning and safe from Legionella. We can offer advice if you so wish.

## **SMOKE AND CARBON MONOXIDE ALARMS**

Regulations dictate that you need to have at least one compliant and working smoke alarm on each floor of your property. Mains wired is advised.

Any room that contains an appliance that is solid fuel burning MUST contain a CO<sub>2</sub> alarm. Examples here would be, open fires, wood burning stove, multi-fuel stove or where biomass is used as fuel.

Smoke/heat alarms should be checked by the Landlord (or ourselves) on the first day of a new tenancy. The tenant should then check them regularly and report any problems or malfunction.

We can organise a check on your property and advise accordingly.

## **ENERGY PERFORMANCE CERTIFICATE (EPC)**

An EPC is required before you can rent out your property. The report shows the energy efficiency within the building and is a legal requirement. An EPC for a rented property lasts for a 10-year period.

If you have recently brought your property there will be a valid EPC within the sales package. If you are renting out the family home, we can arrange the EPC for you.

By law, from the 1<sup>st</sup> April 2018, all privately owned rented property must have a minimum energy rating of E. New lettings and any lease renewals will be subject to this requirement from this date, with existing tenancies having to be over the E by 1<sup>st</sup> April 2020.

## **HOUSES IN MULTIPLE OCCUPATION (HMO)**

If your property is three or more storeys high, is occupied by five or more people, consists of two or more households who share amenities, then you will need an HMO licence. There will be mandatory and discretionary licence conditions and compliance will be required regarding room sizes and the provision of both bathrooms and kitchens. Further information will be available to you through your local Council.

## **DEPOSITS**

We are legally bound to register your tenant's deposit in a government approved Tenancy Deposit Scheme. Here we use the TDS scheme which will provide the following:

- Registering the deposit prevents a Landlord unfairly retaining a deposit at the end of the tenancy.
- Can provide an independent arbitrator if a dispute arises between Landlord and Tenant.
- Provides peace of mind to both Landlord and Tenant that the deposit is correctly protected by a licenced organisation protecting it from rogue, landlords, tenants and agents.

We will compare the property at the end of the tenancy with the 'Inventory and Schedule of Condition'. Any defects, over and above 'fair wear and tear' can be claimed for against the tenant's deposit as long as they have been mentioned in the tenancy agreement.

It is usual that any problems between Landlord and Tenant are settled satisfactorily by Barbets. If further negotiation is required the Deposit Scheme has an adjudication process which would be used. Further details on this will be explained to you if the need arises.

## **INSURANCE**

As a Landlord to must make sure that your property and contents are fully insured against, flood, fire, theft and damage. We would need confirmation that you have this correctly in place. Speak to your insurance company well in advance as some companies do not insure rented property and you may need to transfer elsewhere. We can put you in touch with a broker who would be able to help you.

## **MORTGAGE LENDERS**

If your property is subject to a mortgage you must inform your lender that you are proposing to rent. Slight changes to your policy may be necessary or your lender may propose restrictions i.e.: on the type of tenant that would be acceptable in the property. The Tenancy agreements we use are fully acceptable to the legal requirements of all major building societies and banks.

## **INCOME TAX**

The income made from your property will be subject to income tax if you are a Landlord. This is so whether you are a UK resident or live abroad, but there are certain expenses that are permitted and which can be deducted. HM Revenue and Customs (HMRC) requires that ALL legal owners of a property, individually declare their rental income using a Self-Assessment Tax Return.

## **NON-UK RESIDENT LANDLORDS**

If you reside outside the UK for more than six months, we are required to deduct basic rate tax from your rental income, and forward it to HMRC. You can however, apply to have the rent paid to you, without deduction by registering under the NON-RESIDENT LANDLORDS SCHEME.

You can obtain further information regarding this from HMRC direct or from your accountant or tax advisor.

## Barbets Fees to Landlords from August 2019

Other fees that may be applicable to Landlords whether a Tenant Find or Full/Limited Management

	<b>All fees Inc. VAT</b>
Tenancy Agreement Negotiation and Preparation	£120.00
Addenda to the Tenancy Agreement	£60.00
Additional Schedule of condition including photographic record	£120.00
Presentation of case for deposit resolution with Tenancy Deposit Scheme	£90.00
Preparation of renewal of a fixed term tenancy agreement	£120.00
Additional property inspection and report	£80.00
Arranging refurbishment, redecoration, major repairs and insurance claims when repair costs exceed £1000	10%
Court attendances (excluding expenses)	per hour £80.00
Issue of notices	£80.00
Managed Service exit fee	£450.00
Check out service (report and photographic record) at end of tenancy	£120.00