

LANDLORD SERVICES

greene & co
www.greene.co.uk

Our Service Levels and Fees

Our services	Full Management 14% 16.8% inc vat + Landlord Admin Fee	Rental Collection 10% 12% inc vat + Landlord Admin Fee	Letting Only 8% 9.6% inc vat + Landlord Admin Fee
Digital and personal advertising	✓	✓	✓
Professional photography and floorplans	✓	✓	✓
Promotion across our network of offices	✓	✓	✓
Accompanied viewings	✓	✓	✓
Pre tenancy documentation	✓	✓	✓
Rent and legal protection available	✓	✓	✓
Annual rent review and negotiations	✓	✓	✓
Property refurbishment advice	✓	✓	
Rent collected by standing order	✓	✓	
Monthly financial statements	✓	✓	
Rent arrears chased	✓	✓	
Arrangement of pre-tenancy works (GSI, EPC, EICR)	✓	✓	
Deposit registration and certificate issued	✓	✓	
Pre tenancy visit	✓		
Mid term property visit	✓		
24hr online logging system for maintenance	✓		
Dedicated property manager	✓		
Management of routine repairs	✓		
Access to our locally approved contractor panel	✓		
Payment of property related invoices on your behalf	✓		
Manage annual and periodic safety inspections	✓		
Legal notices served	✓		
Negotiation regarding claims on the tenants deposit	✓		
Liaison and processing of deposit dispute resolutions	✓		

All above fees reduce by 2% each year until year 4 when they cease. If there is a requirement for the service to continue then the figure will remain at the year 3's level. An additional 2% (2.4% inc vat) will be added to all of the above in the event of joint agency.

Landlord Admin Fee £275 (£330 inc VAT)



Tenancy agreement



Full comprehensive referencing



Right to rent checks



Accompanied move in



Smoke alarm compliance check

£275
(£330 inc VAT)

The Legal Stuff

This section sets out some of the legal obligations you have as a landlord. These are only some of the key legal obligations that you must comply with, and they will change from time to time as the law changes. This list is not intended to be a full list. If you have any questions or concerns, you should get independent advice or visit www.gov.uk/renting-out-a-property.

Energy Performance Certificate

As of 1 April 2018, any rented property is normally required to have a minimum Energy Performance Certificate (EPC) rating of E. There is a PRS Exemptions Register for properties which cannot be improved to meet this minimum standard.

You must make sure your tenant has a copy of the EPC before the start of their tenancy. The EPC rating must also be included in advertising and marketing material.

Right to rent

Before a tenancy begins, landlords in England have a legal obligation to make sure that their tenant and any permitted occupants living at the property have the right to remain in the UK prior to the commencement

If they have this right but for a limited time, follow-up checks are required.

It is unlawful discrimination to restrict the length of a tenancy or refuse to grant a tenancy based on the right-to-rent checks, except where some or all of the tenants or occupants have failed the checks.

For more information, visit www.gov.uk/government/collections/landlordsimmigration-right-to-rent-checks.

Protecting deposits

If a tenant pays a cash deposit it must be protected using one of three government-approved schemes, within 30 days of receiving it. The deposit can be protected through either passing it to one of these schemes for safe keeping, or by an insurance policy, where an approved agent keeps the deposit in their client bank account.

Local-authority licensing (Houses in Multiple Occupation)

Based on the type of property, its location and occupancy and the policy applied by the Local Authority in which the property is located a licence may be required. It is important that you are familiar with the requirements in your area and how these might apply to a proposed tenancy.

Landlords in Wales have to register with Rent Smart Wales. Those who manage the property themselves must also get a licence in order to let the property legally.

Gas safety regulations

You must make sure a yearly gas safety check is carried out on all gas appliances (including flues) that you provide. Checks must be performed by a Gas Safe Registered engineer, and a copy of the certificate must be given to the tenant, prior to the start of the tenancy.

Smoke and carbon-monoxide alarms

You must install at least one smoke detector on each floor of the property that is classed as living accommodation (including bathrooms). You must fit a carbon-monoxide alarm in any room which is used as living accommodation and which contains a solid-fuel-burning appliance.

The alarms must be installed and working at the start of the tenancy agreement. You must test the 'test button' on each alarm on the day the tenancy starts to check that they have power. All alarms, including those wired into the mains supply, have a limited lifespan of between five and ten years. A replacement date is usually printed on the alarm, but you can't always see it unless you remove the alarm. If you are not sure how old an alarm is, ask an electrician to tell you when it will need replacing, or ask them to replace it.

Electrical safety

You must make sure that all electrical installations, systems and appliances are safe to use. While there is currently no requirement to confirm safety through testing and issuing certificates, we recommend that you arrange a portable appliance test (PAT) every year and an electrical installation condition report every five years.

Furnishing

You must make sure that all upholstered furniture you provide meets fire-resistance standards. Labels attached to all new upholstered furniture show these levels. Separate European Standards for safety deal with internal window blinds and shutters, and the danger posed by cords and chains to babies and young children.

Water and bacterial control

You must make sure that risk from exposure to legionella in water systems is properly controlled. Properties that remain empty, particularly during the warmer months, and those with open cold-water tanks and swimming pools or hot tubs, are particularly at risk. We recommend that you carry out a risk assessment before the start of the tenancy.

General

Before you enter into a tenancy agreement, you must get any necessary permission, including from joint owners or mortgage lenders. If a property is leasehold, this includes any permission required from the immediate landlord and, if necessary, any superior landlord or freehold owner. You should also make sure you have appropriate buildings and contents insurance. A normal residential buildings insurance policy does not generally cover rental properties, so you will need cover that is specifically designed for landlords. If you do not have appropriate cover, you may be responsible for repair or rebuilding costs if your property is damaged or destroyed.



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020 7604 2245