

Hattersley
Property Investments

Landlord Pack





Hattersley

Property Investments



About Us

Hattersley Property Investments (HPI) is an independently owned and approachable property management company specialising in residential and commercial lettings. We offer a high quality, honest and professional service.

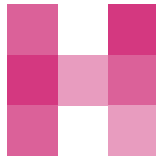
HPI has a wealth of experience and offers a hands on and practical approach which allows us to add a personal touch that makes us treat your property like our own.

We have a vast knowledge of the lettings market and up to date with local trends and we are happy to provide advice on many aspects within the property market.

HPI can tailor a personalised service around a landlord's specific needs and we feel we can offer exactly what a landlord is looking for from their local agent.

Our office is located in Tickhill however, we serve Doncaster, Barnsley, Goole, Grimsby, Rotherham and Sheffield.





Hattersley

Property Investments

Services

HPI offer two simple transparent and fair services

Option 1; Fully Managed Service

This is our most popular service. As well as everything we offer on our Tenant Find Service, we will take care of all the day to day management of your property including arranging for relevant certificates to be in place, collection and processing of rents, carry out property inspections to ensure your property is been looked after, dealing with all maintenance and repair requests and taking the day to day problems away from you as the Landlord.

For the above service we charge 10% + VAT of the monthly rental amount, or if you have more than one property we are happy to negotiate a lower rate depending on the number of properties and location. There is a setup fee of £199.00 + VAT which covers advertising and admin on finding the tenant.

Option 2; Tenant Find Service

This service is designed for experienced landlords who understand the legalities of being a landlord and happy to deal with the day-to-day management of their property.

HPI will advertise your property and once we have found a suitable tenant, if required, we will reference/credit check them and prepare all legal documents including the AST and inventory (if required) along with all relevant compliance documentation and legal notices.

You as a landlord will then be responsible for all the ongoing issues that may arise such as rent collection, arrears, tenancy renewals and compliance certification.

For this service, we charge 75% +VAT of the first months rent.





Hattersley

Property Investments

General Information

Energy Performance Certificate

An EPC is a report that will inform you how efficient the energy is within a property. It is a legal requirement that an EPC is completed before a property is marketed.

Tenant Referencing

We recommend that each tenant that we place into a property has undergone referencing via a specialised independent company. The referencing company will check an applicants state of employment, financial status, criminal background, confirm their identity and also obtain references from previous landlords/ agents. It is a thorough check that gives everyone involved peace of mind that the applicant should have no reason to be anything other than a good tenant.

Gas Certificate

A gas certificate is a legal requirement that lasts for a period of one year. It must be completed for every property that has a supply of gas, however unlike an EPC it does not need to be completed whilst marketing but does need completing before a tenant is moved in.

Electrical Tests

An Electrical Certificate is a legal requirement. It must be completed for every new tenancy agreement within rented properties, including any tenancy renewals, where a certificate has not been carried out previously. Once completed the certificate will last for 5 years and will need renewing before that expiration date.

Smoke Alarms and CO2 detectors

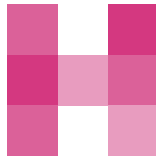
Both smoke alarms and carbon monoxide detectors are legally required in rented properties. At least one smoke alarm must be installed on every storey of a property and a carbon monoxide detector in any room containing a solid fuel burning appliance (e.g. a coal fire or wood burning stove). Once installed, the alarms will be checked by us prior to a tenant moving in. After a tenant has moved in, it then becomes the tenants responsibility to regularly test the alarm.

Legionella Testing

Assessments need to be carried out on residential properties to identify the risk of legionella. Legionella is a bacteria which lives in water systems like water tanks, air conditioning units and humidifiers. When breathed in, water droplets containing the bacteria can cause Legionnaires Disease. Landlords themselves can carry out the risk assessment as long as they are competent in doing so. We have contractors that will carry out the risk assessment on your behalf.

We have contractors who are able to carry out these certificates for you.





Hattersley

Property Investments

Landlord Responsibilities

Taxes

Paying tax on your rental income, and if you are living outside the UK applying for approval to receive rent with no tax deducted. Paying all property taxes for periods when the property is not tenanted. Keeping your own records for VAT and personal taxation purposes.

Mortgage Lender

Obtaining permission to let the property from your mortgage lender and to inform us of any special conditions that they impose. We may require written confirmation of this.

Leasehold Properties

Checking that you are not prevented from letting by any terms within your lease, and advising us of any special terms in your lease that we will need to insert into the tenancy agreement.

UK Address

Arranging postal re-direction at the property, and providing us with a UK address should we require it for any correspondence.

Insurance

Obtaining buildings insurance, however we also recommend that you speak to an insurance advisor about obtaining some form of landlord insurance specific to your individual requirements, i.e. the property being furnished or unfurnished. If you choose not to take up insurance cover we will not be held liable for any of your subsequent uninsured losses. Neither will we accept any liability to the tenant(s), their guest(s) or any third party for loss or injury arising out of the condition of the property.

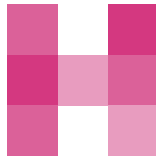
Furnishings

Removing or replacing all furnishings, which do not comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

Smoke Alarms

A smoke alarm must be installed on every storey of a property.





Hattersley

Property Investments

Landlord Responsibilities

Carbon Monoxide Detectors

A carbon monoxide detector in any room containing a solid fuel burning appliance (e.g a coal fire or wood burning stove).

Gas Safety

Providing a valid gas safety certificate for the duration of any period where the property is tenanted. We are able to instruct one of our contractors to supply a certificate on your behalf, at a cost which will then be deducted from rent collected. Unless specified we will automatically renew the safety certificate every 12 months once the existing one expires.

Electrical Safety

Providing a valid electrical safety certificate for the duration of any period where the property is tenanted. We are able to instruct one of our contractors to supply a certificate on your behalf, at a cost which will then be deducted from rent collected. Unless specified we will automatically renew the safety certificate every 5 years before the existing one expires.

Energy Performance Certification

Providing a valid EPC for the property before we start advertising the property as available. We are able to instruct one of our contractors to supply a certificate on your behalf, at a cost which will then be deducted from rent collected.

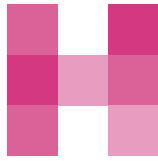
Appliances

Providing us with instruction manuals for all appliances at the property, together with any details of manufacturers guarantees, warranties or servicing contracts.

Keys

Providing us with 3 sets of keys together with any door entry/ car park fobs or access codes and instructions. All window keys are to be left at the property. One set of keys will be kept at our office and the other two provided to the tenant, if 3 sets are not provided then we can get copies made and deduct the cost from rent collected.





Hattersley

Property Investments

Landlord Responsibilities

Maintenance

Keeping the property in good repair as defined by the Landlord and Tenant Act 1985 Section 11. We would normally have a '£200 delegated authority' meaning we will carry out repairs up to the value of £200 without prior consent from you. Anything over £200 we will discuss with you prior to carrying out any work.

Legionella Testing

A risk assessment is required for Legionella, of which can be carried out by landlords if they are competent in doing so. If you do not feel confident in doing these tests, then we can arrange for the test to be carried out on your behalf.

Alarm Codes

If there is an alarm at your property then we will require you to provide us with the code so that it can be placed on our system.





Hattersley

Property Investments

Fee Structure

Fully managed service

10% of the monthly rental amount

Fully managed service for multiple properties

8% of the monthly rental amount

Tenant find service

75% of the first months rent

Landlord admin fee

(Fully managed service only) - £199.00, payable when a new tenant is placed

Delegated Authority Amount

£200.00

Gas Certificates

£90.00

Energy Performance Certificate

£90.00

Inventories

1 bed - £100.00	2 bed - £115.00
3 bed - £135.00	4 bed - £145.00

Legionella Test

£90.00

Deposit Protection Fee

£20.00

Electrical Tests

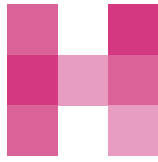
From £156.00

DPS dispute £45

Tenancy Renewal Fee

£30.00





Hattersley

Property Investments

Fee Structure

Checkout Fee

1 bed - £80 2 bed - £90

3 bed - £100 4 bed - £110

Tenant referencing fee

£80 per applicant/guarantor

Annual tax statement

£35.00

Additional Property Visits (requested by the landlord)

£40.00

Withdrawal fee

1 Months Rent

Copy Statements

£5.00 per statement

Please note that all charges are subject to VAT





Hattersley

Property Investments

Terms & Conditions of Business – Full Management

Subject to your confirmation of instruction with regards the letting and management of the above property, HPI will: -

- Market the property within the office and on the internet
- Put a to let board up at the property
- Transfer the deposit to a government backed bond scheme
- Prepare a tenancy agreement
- Arrange for the appropriate certificates to be carried out in line with the regulations, ie Gas Certificates every year, of which will be payable by you as the landlord
- Advise the utility companies and the council of the new tenant and dates of move in
- Collect rent payments from the tenant and then pay them, after management fees and any other costs, to your nominated account
- Send a monthly Property Management Statement showing any rents received plus any associated costs and fees that have been deducted
- Liaise directly with the tenants and tradesman with regards any maintenance issues at the property that may arise during the tenancy
- We will seek your permission to carry out any maintenance on issues greater than the Delegated Authority Limit of £200.00 + VAT and will deduct the cost directly from the rents received. If however there are insufficient funds within your rent account we may seek you to pay the contractors directly.
- Conduct property inspections in order to ensure that the property is being looked after appropriately by the tenant and that they are adhering to the conditions of the tenancy. However we cannot be held responsible for any damage that may be caused to the property
- If rental payments are not made and arrears start to build we will deal with the situation appropriately and liaise with you in order to take the appropriate actions
- At the end of the tenancy we will give you the option to renew the tenancy, continue the tenancy on a periodic basis, or end the tenancy
- If the tenant takes up the option of a new tenancy, there will be a fee of £60 payable in order to sort the relevant paperwork.
- If the tenancy comes to an end or the tenant vacates the property, we will carry out a final property inspection and check the condition of the property against the original Inventory
- Where the property has not been left in a suitable condition other than standard wear and tear, we will agree with you and the tenant, an amount to come off the deposit to cover the cost in rectifying
- Deal with getting the deposit out of the government backed scheme and sending the monies back to the tenant and/ or monies back to you if deductions have been made due to damage in the property
- If any dispute arises due to the tenant not agreeing with amount to be taken out of the deposit we will take the necessary steps to resolve the situation
- There will be a fee of £45 payable to liaise with the DPS, tenants and solicitors in order to try to get any dispute resolved.
- On your instruction we will market the property in order to find a new tenant upon the property becoming vacant. At which point an admin fee will become payable

- If at any point during the tenancy, the tenant for whatever reason is taken to court, the legal fees incurred will be payable in advance
- There will be a fee of £60 payable if a section notice needs to be served
- HPI cannot be held responsible when a property is vacant, however we will endeavour to visit the property to ensure that the property is secure and will report any matters that arise
- We will be proactive in the marketing of your property when looking for a new tenant. This will involve local advertising, internet advertising and a letting board. If after carrying out this process you remove your property from our portfolio a one off payment of £150.00 will be charged to yourself to cover the advertising cost
- If the management of the property is taken away from HPI within a tenancy period, then the amount of commission that would have been due within that period will become payable immediately. Outside of a tenancy period, within a periodic tenancy, 2 months commission will become payable
- If a tenant decides to purchase the property at any point, then a fee of 1% of the sales price will be payable to HPI.
- The admin fee agreed will be payable each time a new tenant has to be placed in the property
- For each tenant or guarantor that we reference there will be a fee of £80.00 payable
- There will be a fee payable for an inventory being carried out at the property, this being £110.00 for a 1 bed, £125.00 for a 2 bed, £135.00 for a 3 bed and £145.00 for a 4+ bed.
- There will be a £20.00 fee if you request an annual tax statement

Please note that all charges are subject to VAT

Rental amount:

Commission Rate agreed:

Admin Fee agreed:

Address:

Admin fee:

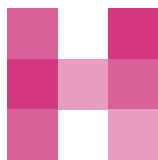
Commission:

Sign owner:

Sign HPI:

Date:





Hattersley

Property Investments

T's & C's – Tenant Find

Subject to your confirmation of instruction with regards the letting of the above property, HPI will: -

- Market the property within the office and on the internet
- Put a to let board up at the property
- Prepare a tenancy agreement once a suitable tenant has been found
- Arrange for the appropriate certificates to be carried out in line with the regulations, of which will be payable by you as the landlord
- Advise the utility companies and the council of the new tenant and dates of move in
- Collect the first months rent and deposit • Transfer the deposit to a government backed bond scheme
- Charge 75% of the first months rent as a fee for the tenant find only service, and pay the remaining monies into your nominated bank account
- Upon the tenant moving out we will deal with getting the deposit out of the government backed scheme and sending the monies back to the tenant and/or monies back to you if deductions have been made due to damage in the property
- We will be proactive in the marketing of your property when looking for a tenant. This will involve local advertising, internet advertising and a letting board. If whilst carrying out this process you remove your property from our portfolio a one off payment of £150.00 will be charged to yourself to cover the advertising costs
- For each tenant or guarantor that we reference there will be a fee of £80 payable
- There will be a fee payable for an inventory being carried out at the property, this being £110.00 for a 1 bed, £125.00 for a 2 bed, £135.00 for a 3 bed and £145.00 for a 4+ bed
- A fee of £250.00 will be payable up front. This amount will be taken off the final fee balance due once a tenant has been placed.

Please note that all charges are subject to VAT.

Rental amount:

Commission Rate agreed:

Admin Fee agreed:

Address:

Admin fee:

Commission:

Sign owner:

Sign HPI:

Date:

