

LANDLORDS INFORMATION PACK

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www.lomondproperty.com

Thank you for allowing us this opportunity to inform you about our comprehensive, professional lettings service. We have two packages which are detailed below and this information pack contains all the relevant information on letting your property with Lomond.

Lomond Estate Agents would act as letting agents on your behalf. We have an obligation to you, the landlord, to ensure the tenancy runs as smoothly as possible and the property is maintained to the standard at which it was received with consideration to the replacement of items that are unusable through 'fair wear and tear'.

OPTION 1 'FIND A TENANT SERVICE'

- Rental Valuation of Property
- Marketing of Property
- Accompanying all Prospective Tenants to View the Property
- Comprehensive Tenant Referencing
- Putting a Short Assured Tenancy Agreement in Place
- Preparing a Detailed Inventory and Schedule of Condition
- Collecting the Security Deposit and Forwarding onto the Landlord
- Collecting the First Months Rent, Forwarding onto the Landlord and Key Hand Over
- Advice on all Legal Requirements and Landlord Registration
- Council Tax and Utilities Notification of Incoming Tenant(s) Details

*** Only £250 + VAT**

OPTION 2 'FULL PROPERTY MANAGEMENT SERVICE'

- Rental Valuation of Property
- Marketing the Property
- Accompanying all Prospective Tenants to View the Property
- Comprehensive Tenant Referencing
- Putting a Short Assured Tenancy Agreement in Place
- Preparing a Detailed Inventory and Schedule of Condition
- Collecting Security Deposit and Holding in a Client Account
- Collecting the Monthly Rent and Forwarding onto the Landlord
- Advice on all Legal Requirements and Landlord Registration
- Council Tax and Utilities Notification of Incoming Tenant(s) Details
- Periodic Property Inspections and Informing the Landlord of any Issues
- Reactive Maintenance, Liase with the Landlord and Tradesmen over any Repairs
- Final Property Inspection for Checkout at the end of the Tenancy
- Deductions for any Dilapidations and Forwarding onto the Landlord

*** Only £150 + VAT** for marketing and administration only payable in month 1 and 11% + VAT of the monthly rental income during the time we are the property management company.

Fee for Tenancy Renewal - £20 + VAT

Includes: New Rent Agreement, Legal Notices, Property Inspection, Condition Report

Fee for Checkout - £20 + VAT

Includes: Inventory with Deposit Assessment, Key Collection, Utilities Notification, Council Tax Notification

Please note we use our 'To Let' boards and advertisement on rightmove.co.uk as our main forms of advertising.

*** NO TENANT NO FEE. None of the above fees would be implemented until a Tenant is found.**

LANDLORDS: If you have a portfolio of properties you would like us to manage please contact us to discuss costs.

OUR COMMITMENT TO YOU THE LANDLORD

- Deliver advice and services to promote your interests.
- Outline and tailor your individual letting needs.
- Recommend proven ways to help minimise any risks.
- Operate unrivalled and cost-effective fee structure.
- Forward your rental payments promptly.
- Provide the highest standard of service at all times.
- Pro-active and efficient with all our valued clients.
- Resolve any problems quickly and courteously.

OPTION 1 'FIND A TENANT SERVICE'

Find a Tenant Service is designed towards the experienced Landlord who has the ability, time, and expertise to successfully manage their own property. At Lomond, we help set up your property for you to manage by: -

- Advising you on rental values to ensure a premium return and timely letting of your property
- Marketing your property with detailed pictures and description within our large street facing windows, on our website (lomondproperty.com), and on rightmove.co.uk (the UK's no.1 property website). The majority of letting enquiries are web related, however local press advertising will be arranged at cost price if you wish.
- Finding and accompanying suitable prospective tenants to view your property.
- Comprehensive tenant referencing and processing tenant's application once all checks have been verified.
- Compiling the tenancy agreement and obtaining the tenant's signature before the tenancy commences.
- Preparing a detailed inventory and schedule of condition of your property.
- Collecting a security deposit from the tenant and forwarding onto you, the landlord.
- Collecting the first month's rental payment, deduction of our fee, and forwarding onto you, the landlord.
- Advising on legal safety compliance issues (i.e. Gas, Electrics, Fire, Smoke) and landlord registration.
- Notifying the council tax and utility companies the name of the person or persons responsible for the payment of bills from the period the tenancy commences.

OPTION 2 'FULL PROPERTY MANAGEMENT SERVICE'

Full Property Management Service is designed towards the Landlord who wishes to benefit from a complete professional service and have absolute minimal involvement in the management of their property unless they wish some active involvement. At Lomond, we successfully manage your property for you by: -

- Advising you on rental values to ensure a premium return and timely letting of your property with regards to the present market conditions at the time of letting your property.
- Marketing your property with detailed pictures and description within our large street facing windows, on our website (lomondproperty.com), and on rightmove.co.uk (the UK's no.1 property website). The majority of letting enquiries are web related, however local press advertising will be arranged at cost price if you wish.
- Finding and accompanying suitable prospective tenants to view your property.
- Comprehensive tenant referencing and processing tenant's application once all checks have been verified.
- Compiling the tenancy agreement and obtaining the tenant's signature before the tenancy commences.
- Preparing a detailed inventory and schedule of condition of your property.
- Collecting a security deposit from the tenant and holding in our client account until a satisfactory checkout of the property has been made following the end of the tenancy.
- Collecting rental payments monthly in advance, deduction of our fee, and forwarding onto you, the landlord within five banking days from receipt of the rental payment.
- Keeping accounts for your property within our computer systems and forwarding a detailed statement of your accounts to you, the landlord when requested.
- Advising on legal safety compliance issues (i.e. Gas, Electrics, Fire, Smoke) and landlord registration.
- Notifying the council tax and utility companies the name of the person or persons responsible for the payment of bills from the period the tenancy commences.
- Inspection of your property both internally and externally on a quarterly basis and report on the condition.
- Reactive maintenance of your property, liaising with the tenant, you, the landlord, and any tradesmen.
- Final inspection of your property just before the end of the tenancy, notifying the council tax of the tenancy end date, utility companies of final meter readings, and sending all the tenants forwarding address.
- Deducting an appropriate sum from the security deposit for any dilapidations or damage caused by the tenants and instructing the work to repair such damage.

GENERAL ADVICE**RENT TRANSFER AND ACCOUNTING**

We will collect and process the rent from your tenant using our 'in house' computer systems technology. We will transfer the rent to you the landlords account within five working days of receipt. We will keep detailed records of your account and these can be issued to you on a monthly basis or at your request.

LANDLORD'S INSURANCE

The landlord is responsible for insuring the property, any items which belong to and are left in the property. You are required to provide relevant Buildings Insurance and Contents for your own items.

Lomond are affiliated with Homelet, specialist providers of insurance products for the property letting market including comprehensive buildings and contents insurance cover for Landlords enabling us to assist our clients on a range of comprehensive policies. The tenant is responsible for insuring their own possessions; therefore the landlord cannot and will not be held responsible for any loss suffered by the tenant whatever the circumstances.

HEALTH & SAFETY

THE FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 amended 1989

The above regulations stipulate that all furniture (except furniture made before 1950) included in accommodation, which is available for let must meet all the **fire resistant requirements**.

THE GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1994

All gas appliances must be checked and a landlord's certificate put in place for the property. This is a legal requirement and must be carried out on a yearly basis without fail. A British Gas or a CORGI Registered Gas Installer must issue the certificate. All gas engineers have to be registered with the Council to carry out gas related work. To check if a CORGI registration is valid, phone CORGI on 01256 372300 - we always do!

THE BUILDING REGULATIONS (SMOKE ALARMS) 1991

Landlords have a legal 'Duty of Care' with regard to the safety of their tenants. All properties built since 1992 must be fitted with mains operated smoke detectors/alarms on each floor. Such regulations regarding older properties do not exist, however, we strongly recommend that at least one smoke detector be fitted on each floor; a fire blanket or extinguisher is supplied in the kitchen. All should be regularly checked to ensure they are in full working order. An insurance claim could be adversely affected where such preventative measures are ignored.

Please Note: From 3rd September 2007 all rental properties must be fitted with a working smoke alarm. Properties with more than one level must have a main wired smoke alarm installed on each level. Properties with only one level are required to have a working smoke alarm in place prior to 3rd September 2007 if this is not the case then a mains wired smoke alarm must be installed.

THE ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS 1994

Electrical Safety Regulations place a legal 'Duty of Care' on landlords. We strongly advise that you either remove all electrical appliances or have them fully checked if left as part of a let property, replace any unsafe items where necessary and have all the checks carried out by a fully certified electrician. Many properties are let unfurnished and won't include certain electrical items however we will still require you to have all white goods such as washing machines and fridge / freezers etc.

MORTGAGE

If the property is mortgaged, written consent ('permission to let') should be obtained from the mortgage lender. If a special clause is required in the tenancy agreement we need to be notified well before the lease is signed.

COUNCIL TAX

It is the responsibility of the occupier to pay the council tax on a property. We will notify the collection office when a property is let to a tenant. If the property is vacant between lets responsibility reverts back to landlord.

INCOME TAX

Letting is a business and you will be required to pay income tax on the letting income, subject to any allowable deductions. Such deductions may include mortgage interest relief against rental income, provided that the property is let at a commercial rent and the lease is for at least 26 weeks. As the landlord you are responsible for the payment of any income tax.

GAS, ELECTRIC, TELEVISION, CABLE/SATELLITE ACCOUNTS & TELEPHONE

We will notify gas, electric, television and cable/satellite companies where applicable; therefore we will need the contact details of your suppliers. However, you will need to disconnect your telephone line prior to the tenant moving in as telephone companies only accept notification from the subscriber of any change in supply.

KEYS

We are required to be issued with three sets of keys, 2 of which will be given to the tenant and we shall keep the other safely locked away with a unique identification number.

PROPERTY STANDARDS

GENERAL CONDITION

Quality properties will always attract quality tenant's, this in turn leads to a good relationship between the landlord and the tenant. The property should be in good condition, internally and externally, preferably in neutral colours. Repairs and maintenance to the property are at the landlord's expense unless misuse can be established.

PERSONAL ITEMS

Items of sentimental or monetary value should be removed from the property before the tenant takes residence. All storage areas should be left clear for the tenants own use.

CLEANING

At the start of a tenancy the property should be in a thoroughly clean condition. At the end of the tenancy it is the tenant's responsibility to leave the property in a similar condition. If they fail to do this, cleaning would be arranged at their expense.

SECURITY

We advise that you take extra security precautions with your property (i.e. locks on windows, security lights, quality door locks etc.) because there may be periods when the property may be vacant and the extra protection is an attractive proposition to any prospective tenant(s).

GARDENS

Gardens should be left tidy and rubbish-free, with any lawns cut. It is the tenants' responsibility to maintain the gardens to a reasonable standard. However, if the garden were particularly large or valuable to you we would recommend employing the services of a regular gardener. Again if a tenant does not maintain garden grounds to the same standard they where let in we would arrange for this to be rectified at the tenants expense on check out.

INFORMATION FOR TENANTS

It is always helpful if you can leave copies of any information for the tenant on operating the central heating system and any appliances in the property, e.g. washing machine, alarm system. Also any local information of sufficient use, e.g. refuse collection day, events of interest.

LANDLORD REGISTRATION

WHAT IS LANDLORD REGISTRATION?

Under Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004, almost all private landlords must apply for registration with their local authority. The local authority must be satisfied that they are fit and proper persons to let property, before registering them.

The system will make sure that all landlords meet minimum standards and will remove the worst landlords from the sector. It will allow tenants and neighbours to identify and contact landlords of private rented property, and provide information on the scale and distribution of the sector in Scotland for the first time.

More detailed information about landlord registration is available from the Scottish Executive's better renting website at www.betterrentingscotland.com, this site provides information on the legal rights and responsibilities of landlords and tenants, and advice on best practice. Information on the legislation underlying the requirement, and how the detail of the scheme has been developed and consulted on, is provided on the Scottish Executive website at www.scotland.gov.uk

WHO HAS TO REGISTER?

Anyone who owns residential property in Scotland which is let must apply to register with the local authority for the area where the property is located. It is the owner of the property who must register. In some cases this may not be the "landlord" who has the letting agreement with the occupier.

Owners must declare any agents that they use to manage their property. An agent may be a professional such as a letting agent or solicitor, a friend or relative who looks after the property, arranges repairs, collects rents and so on. Agents may also register in their own right if they wish. If an agent acts in relation to more than 2 properties, it is cheaper for them to register separately.

You can also register if you do not own any property, to check that you will be considered fit and proper before you invest in property to let.

In some cases the owner of a property leases it to an organisation or person who then acts as the "landlord" for the occupiers. For example, a private owner may lease a house to a company which lets it out to its employees, or to a charity which lets it to people in need. The lessee may also use an agent to manage the tenancy. In these cases the owner needs to register and the "landlord" is treated as an agent. The agent managing the tenancy must also be declared.

WHEN DO LANDLORDS HAVE TO REGISTER?

The requirement to be registered comes into effect from 30 April 2006. From that date it will be an offence for anyone to own residential property in Scotland which is let, if they are not registered with the relevant local authority, or have made a valid application to register, unless they are covered by an exemption.

It is not an offence to let property if you have submitted a valid application for registration which has not yet been processed by the local authority. An application is valid if you have completed all the required information accurately, and paid the appropriate fee.

If you are searching to see if a landlord or property is registered, please be aware that only approved registrations appear on the register. It is likely to take local authorities some time to process all the applications they receive initially. You can contact the local authority to check whether an application for registration has been made.

WHAT REQUIREMENT DO I NEED TO REGISTER?

To be registered, owners and their agents must be fit and proper to let residential property. Local authorities must take account of any evidence that the person has:

- Committed any offence involving fraud, dishonesty, violence or drugs
- Practised unlawful discrimination in connection to any business
- Contravened any provision of the law relating to housing, or landlord and tenant law, and the person's actions, or failure to act, in relation to any antisocial behaviour affecting a house they let or manage, and must take account of the fact and nature of any agency arrangement.

In addition to the information provided on the form, the local authority will also take account of any other relevant information they hold about the applicant. They will make a balanced judgement on the basis of all the available information, there is no automatic refusal.

If you let property in more than one local authority area, the authorities will share information to ensure they have all relevant details, but each authority will make its decision independently.

HOW DO I REGISTER?

We recommend using the Landlord Registration website at www.landlordregistrationscotland.gov.uk to apply for registration which allows you to register with any local authority in Scotland. If you want to register with more than one local authority, you can apply to all of them in one go – you only need to enter your personal or company details once, and if you pay online by debit card you can make one payment to cover all your applications.

Alternatively, you can telephone your local authority in whose area you let your property. If you own properties in more than one area, you will be able to apply to register in all authorities in the one application and this will reduce the total fee you will have to pay.

South Ayrshire Council – 01292 612083

North Ayrshire Council – 01294 311998

East Ayrshire Council – 01563 576675

Once you have submitted your application, you can track its progress online. You can also use this site to inform local authorities of any changes to your details, during the period of your registration and when it comes to renewing your registrations after 3 years, you will be able to do that with just a few clicks.

The information you enter is distributed to all the local authorities you are applying to. You will be sent a printout of the information to sign and return, confirming it is accurate. If you are applying to more than one authority, just one of them will do this on behalf of all. Each authority will then look at the details you have entered, and any other relevant information they hold about you or your properties, and make a decision on whether you are a fit and proper person to be registered. They may ask you for clarification or additional details. Each authority will separately send you notification of their decision.

Please be aware that local authorities will be dealing with large numbers of applications in the run-up to 30 April 2006, and it will take time for these to be processed. If you have submitted and paid for your application, you can continue to let property until the authority makes a decision on your application.

PLEASE NOTE

We cannot guarantee that any tenant will not default on any rent payment, however in the unlikely event that this should happen, we as the letting agent will advise and help you, the landlord, in the procedures of taking the legal requirements in an attempt to recover any outstanding monies owed.