

LETTINGS GUIDE:

The Procedure For Letting Out Your Property

Letting out your property can be a worthwhile investment, but it can also be a stressful experience. Our lettings guide is intended as a helpful overview of the process and we aim to provide you with all the information you need as well as illustrating your responsibilities as a landlord in the UK.

Understanding Your Key Legal Responsibilities

As a landlord in the UK, you have many legal responsibilities which you must adhere to. By working with Taylor Cole Estate Agents, we can support you in ensuring the following:

- ▶ That you have abided by the provisions in the Tenant Fees Act 2019 which bans most fees in connection with a tenancy
- ▶ Protecting tenancy deposits in a government-approved scheme
- ▶ Keeping the property free of hazards from the start of and throughout the tenancy
- ▶ Carrying out gas safety checks and giving a copy of the certificate to the tenants before the start of the tenancy
- ▶ Ensuring electrical installation and appliances are safe
- ▶ Installing smoke and carbon monoxide alarms

Before Letting Out The Property

When working with Taylor Cole Estate Agents as your letting agent, we will create a written agreement that will set out exactly what we will do on your behalf. Firstly, however, you must ensure that you have an appropriate mortgage in place for the property to be rented out to others. You will also need to obtain a property licence where necessary and check your tax obligations.

We are members of a professional body, a member of a redress scheme and a client money protection scheme. This means that with us as your letting agent, you can rest assured knowing that we will be keeping your property in top condition and carrying out thorough checks on the tenants.

Getting Your Property Ready

It's important that you provide a gas safety certificate at the start of the tenancy and within 28 days of each annual gas safety check.

It is also important that all electrical installations and fixed appliances within the property are safe. You should carry out checks at least every five years as well as portable appliance testing on any electrical appliances you provide.

You must ensure that anybody who carries out electrical work on the property is competent to do so. Before any tenant moves into the property, you must ensure that there are working smoke and carbon monoxide alarms and that these are working correctly.

On top of this, you must also provide tenants with an Energy Performance Certificate. Privately rented properties must have a minimum EPC rating of E for new lets.

Setting Up The Tenancy

By working with a local estate agent such as Taylor Cole, we can support you in providing your tenant with a written tenancy agreement. It is important that the terms within this are fair and legal with tenants given enough time to read and fully understand the terms of the tenancy.

You should consider how long the tenancy will be for and who is to be responsible for bills such as electricity, gas, water and council tax.

With Taylor Cole as your letting agent, we will carry out reference checks against each potential tenant, prepare and agree an inventory and be a contact for your tenant should they need us for any reason.

During A Tenancy

Together, we will ensure that the property is kept in proper working order for the supply of water, gas, electricity and heating.

We will work with the tenant to ensure that rent and bills are paid on time and that the property is looked after. If for any reason repairs need to be carried out on the property, depending on the terms of our agreement, Taylor Cole Estate Agents can organise this.

At The End Of The Tenancy

When the tenancy is finished, you must consider whether you would like the tenant to remain in your property. If so, would you prefer another fixed term or a rolling periodic tenancy? Are you planning on increasing the rent?

If you or the tenant decide that you would like to end the tenancy, you must give notice. The amount of time you need to give will be outlined in the tenancy agreement. Then, you should ensure that the tenant has removed all their possessions, the house is clean, and the key has been returned.

If the tenants rent is all accounted for, you must return the tenants deposit. Together, we will see whether we need to hold part of the deposit to compensate for any damage caused.

Taylor Cole Estate Agents would be delighted to offer professional advice and support in letting out your property. If you have any questions regarding lettings, check out our FAQ page, give us a call on **01827 311511** or send an email to **lettings@taylorcole.co.uk**.