

Landlords Guide

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www.homeletsandsales.co.uk



Welcome to Homelets & Sales

HomeLets & Sales are one of Bradford's leading independent lettings, property management and sales agents.

We have been trusted by landlords and clients since 1989 to carefully sell, let and manage literally 1000's of properties of all types in all areas of Bradford. Family run, fast and friendly our landlords and clients benefit from our personal approach and wealth of experience, making the process of letting or selling your property as easy and worry free as possible.

For our landlords we also offer a Rent guarantee and legal expenses insurance for complete peace of mind.

We will sell or let your property quickly using 1st class marketing via :-Our own very popular high ranked website with automated 24/7 live tenant and buyer mailing list.



Matterport professional 360 degree virtual tours and videos Professional photos and floorplans.



We also use the latest semi-hybrid and online technology to include :-

- 🐚 The ability to book online viewings and valuations 24/7
- Property file client log in to access 24/7 online viewings feedback, accounts, repair reporting, lettings and sales progression and a host of other



Zoran Karagic

Proprietor - 33 years

experience

and counting!!

Cara Karagic Property Consultant -11 years experience.



Jnr Karagic Property manager / Valuer - 11 years experience.

Sam Karagic Maintenance operative - 8 years experience

Betsy Hinchcliffe Company viewer - 2 years experience

Please contact us now without any obligation for our personal free expert advice and to see why

"Your Property Is Our Priority"

For your protection we also hold professional indemnity and client money protection insurance are also members of :-



Meet the team







SUMMARY OF OUR LANDLORD SERVICES

	TENANT FIND LET ONLY	FULLY MANAGED
INITIAL INSPECTION OF THE PROPERTY TO FACE OR VIRTUAL	~	
RENTAL VALUATION FACE TO FACE OR VIRTUAL	~	v
MARKETING TO FIND THE BEST TENANT	~	~
ACCOMPANIED VIEWINGS / VIRTUAL VIEWINGS	~	~
ONLINE 24/7 LANDLORD UPDATES FOR ALL VIEWINGS	~	~
ONLINE APPLICATIONS TO LET THE PROPERTY	~	v
LEGAL DOCUMENTATION	~	~
E - SIGNING OF ALL DOCUMENTATION	~	~
REGISTER THE TENANTS DEPOSIT		~
INVENTORY		v
OPTIONAL RENT GURANTEE INSURANCE		~
RENT COLLECTION		V
STATEMENTS OF ACCOUNT		v =
ONLINE 24/7 TENANCY MANAGEMENT -		v
INSPECTIONS OF THE PROPERTY		V
MAINTENANCE WORK		/
ONGOING HEALTH SAFETY AND LEGAL UPDATES		
RE-LETTING OF THE PROPERTY		



Fees

Please contact our office for up to date details of our very competitive fees for landlords.

TENANT FIND / LET ONLY SERVICE i.e where the client is responsible for management of the property our charges are a one off fee of **£** deducted from all initial rents received.

FULLY MANAGED SERVICE - an initial letting fee is payable of £ taken from initial rents received from the tenant. Our charges thereafter is a management commission of % of the monthly rent received.

RENT GUARANTEE AND LEGAL EXPENSES INSURANCE - an additional monthly charge is paid directly to the insurers of % of the monthly rent received.

Note all charges are plus V.A.T.

OUR TENANT FIND / LET ONLY SERVICE IS AS FOLLOWS :-



INITIAL INSPECTION OF

(either face to face or virtual)

This is undertaken by one of our experienced managers who will assess the property and advise on all aspects of letting your property through HomeLets & Sales without any obligation whatsoever to include advice on :-

Types of tenant would suit the property, furnishings that may or may not be required, mortgagors approvals, any improvements that may be required, health and safety regulations, fire regulations and all safety certification to include :- Gas safety certification,Electrical Installation Condition Report, Energy performance certificates

Please see our Landlord Guide to preparing the property and Landlord guide to safety requirements.



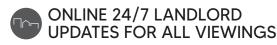
RENTAL VALUATION

(either face to face or virtual)

This is undertaken in line with other similar properties in the area and using our experience will ensure that the rent you require is not too high where it may take some time to let your property or too low where rent monies are lost. Market conditions always change and we know what rent will be correct.

ACCOMPANIED VIEWINGS / VIRTUAL VIEWINGS

Tenants are normally shown around the property and be accompanied by a representative of HomeLets & Sales. We also have tenants who will let a property simply by viewing our 360 degree online virtual tour of the property. Yes - the quality is that good.



Viewings feedback, lettings progression and documentation via our landlord property file portal.

ONLINE TENANCY REFERENCING

Full referencing is carried out on the tenants via our online tenancy application form to include employment, financial, previous landlord, character and other personal checks. The landlord is always informed before making a decision to let their property to a tenant and we will help you select the best possible tenant. The tenant may also be credit checked and will also be suitable for a separate rent guarantee insurance policy if required by the landlord as part of the managed service.



IDATING THE BEST TENANTS

Using our 30+ years experience we expertly and proactively find suitable, fully referenced tenants very quickly and invest heavily in having the most modern and effective marketing to let your property via :-

Our reputation as an established presence in the Bradford property market since 1989

Well established links to local businesses and organisations requiring properties to let built up over 30 years. 24 hour extensive ongoing daily enquiries from prospective tenants with an extensive live tenant waiting list Automated tenant register and e mail alerts for new property via our own modern website. Full extensive marketing on internet portals to include our own popular website, Facebook, Zoopla, prime location and On the market.

Attractive To Let Board, floorplan, modern brochures 360 degree best quality matterport virtual tour, videos and professional photos.

E - SIGNING OF ALL LEGAL DOCUMENTATION

On locating satisfactory tenants we will arrange to e sign all legal documentation to include a 6 month assured shorthold tenancy agreement, right to rent leaflet and all safety certification. We will also arrange for the transfer of all advance rent and returnable deposit monies to the landlord. Note we will help the landlord to register the deposit in their own scheme. If we manage the property we will hold and register the deposit in the government scheme TDS (The Tenancy Deposit Scheme).

OUR MANAGEMENT SERVICE IS AS FOLLOWS :-



REGISTER THE TENANTS DEPOSIT

We register the tenants deposit in the Tenancy Deposit Scheme



INVENTORY

An e-sign detailed inventory of the condition and contents of the property to include photos is recorded for future reference. This is done to safeguard any future disputes which may occur



This is a great way for Landlords to have complete peace of mind. This will cover the landlord for tenants:- not paying rent, refusing to leave the property and other disputes which may occur. We can also offer a legal expenses policy only if required.



RENT COLLECTION

All rents are then collected by HomeLets & Sales and are normally paid to the clients bank on the 15th day of each month.

INSPECTIONS OF THE PROPERTY

Periodic inspections will be carried out as and when required.



MAINTENANCE WORK

If Maintenance work is required HomeLets & Sales have a team of professional tradesmen on 24hr call out to deal with everyday and emergency repairs quickly and effectively. Approval is always sought from the client before work is carried out except in some emergency cases. Tenants report repairs online via our website showing full description and photos of the repair.



HEALTH, SAFETY & LEGAL UPDATES

The lettings industry is constantly changing with new regulations and legislation being brought out at regular intervals and can be an absolute minefield if you're not fully up to date. We let you know because your property is our priority.



STATEMENTS OF ACCOUNT

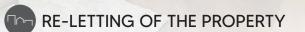
A full detailed statement is normally e mailed every month, with all accounts computerised and detailed. Landlords can also log into their property file account to see statements at any time 24/7.



ONLINE PROPERTY FILE 24/7 TENANCY MANAGEMENT

HomeLets & Sales will manage the property on behalf of the client performing various management duties and will handle all general tenant enquiries on the clients behalf and will inform the client of any issues which may occur.

We also have an online portal, property file where various management information may be viewed by the client online 24/7.



Whilst the property is under the management of HomeLets & Sales should the tenant give notice to vacate we will re-market the property for re-let and will also conduct a final inspection of the property where if everything is in order the tenants deposit will be returned. The landlord will be kept informed at all stages.

The next step – please do not hesitate to contact our office at any time for any advice that you may require and your free no obligation virtual or face to face rental valuation.

"Your Property Is Our Priority"

LANDLORD GUIDE TO SAFETY REQUIREMENTS

The following safety requirements are required by law. We can arrange for these to be carried out if required on behalf of the landlord.



GAS SAFETY CERTIFICATE (Cost £65.00 per certificate)

Gas appliances in tenanted premises and the gas installation must be checked for safety every 12 months, by a Gas safe registered gas engineer, and a safety certificate issued. Records must be kept of the dates of inspections, of defects identified, and of any remedial action taken.



ELECTRICAL INSPECTION CONDITION REPORT EICR (Cost £150.00 per report)

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 means your property must meet the 18th Edition of the Wiring Regulations and you must have a EICR report (Electrical Inspection Condition Report) that shows this from a qualified electrician without any defects or faults and is needed every 5 years.



PORTABLE APPLIANCE SAFETY (PAT) (Costs Vary) Not Compulsary but highly

All portable appliances such as fridges, micowaves and kettles etc left in a property are recommended to be PAT tested. We recommend that a landlord does not leave any electrical appliances within a property unless required.



FURNITURE AND FURNISHINGS

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 & 1996) provide that specified items supplied in the course of letting property must meet minimum fire resistant standards. The regulations apply to all upholstered furniture, beds, headboards, mattresses and other items. They do not apply to curtains or carpets. Items that comply must have a suitable permanent label attached. Anything manufactured after 1.3.90 will normally comply.



ENERGY PERFORMANCE CERTIFICATE (Cost £85.00 per certificate)

An Energy Performance Certificate, or EPC for short, is a report detailing the energy efficiency of a property (IT IS NOT A SAFETY BUT A LEGAL REQUIREMENT) It gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years. All landlords are required to purchase an EPC for a property before they let it with a minimum rating of E required.

FIRE ALARMS / SMOKE ALARMS (Cost £40 per fitted lithium ion smoke alarm)

The landlord must provide a smoke alarm on each storey of the property including the cellar and a carbon monoxide alarm in any room with a solid fuel burning appliance (for example a coal fire or wood burning stove). We recommend installing lithium ion fire angel smoke alarms which have up to a 10 year battery life or even better a mains linked fire detection system ie mains linked smoke alarms on each floor.

GENERAL PRODUCT SAFETY

The General Product Safety Regulations 1994 specify that any product supplied in the course of a commercial activity must be safe. In the case of letting, this would include both the structure of the building and its contents. Recommended action is to check for obvious danger signs - leaning walls, broken glass, sharp edges etc., and also to leave operating manuals or other written instructions about high risk items, such as hot surfaces, electric lawnmowers, etc. for the tenant.

Don't forget we have trusted experienced contractors who can help with anything listed above to include general updating / maintenance of your property if required.

LANDLORD GUIDE TO PREPARING THE PROPERTY

We only let properties that are in a good, safe and clean condition. We have found from experience that a good relationship with tenants is the key to a smooth-running tenancy and a property free of repairs and in a good general state of repair from the start will help to ensure the tenant is happy during the tenancy.

Taking on properties that are not up to scratch normally mean unhappiness for us the letting agent and more importantly the tenant

Quality properties attract quality tenants.

GENERAL CONDITION

Electrical, gas, plumbing, waste, central heating and hot water systems must be safe, sound and in good working order. Repairs and maintenance are at the landlord's expense unless misuse can be established.

GARDENS

Gardens should be left neat, tidy and rubbish-free, with any lawns cut. Tenants are required to maintain the gardens to a reasonable standard, provided they are left the necessary tools.



At the commencement of a tenancy the property must be in a thoroughly clean condition, and at the end of each tenancy it is the tenant's responsibility to leave the property in similar condition. Where they fail to do so, cleaning costs will be deducted from their deposit.



We recommend that you make use of the Post Office redirection service. Application forms are available at their counters, and the cost is minimal. It is not the tenant's responsibility to forward mail.





ELECTRICAL APPLIANCES

Landlords normally only leave a cooker in the property either gas or electric. If electrical appliances are left in the property such as a washing machine, fridge freezer, cooker, dishwasher etc. should be in usable condition and it is highly recommended to have an up to date PAT test (Portable appliance test). See Safety Requirements. Repairs and maintenance are at the landlord's expense unless misuse can be established.

DECORATIONS

Interior decorations should be in good condition, and preferably plain, light and neutral.



It is recommended that you leave only minimum furnishings. Normally a landlord will let a property unfurnished which means a property will contains carpets, curtains and a cooker only.

INFO FOR THE TENANT

It is helpful if you leave information for the tenant on operating the central heating and hot water system, washing machine and alarm system, and the day refuse is collected etc.



You should provide minimum two sets of keys (one set for the tenants and at least one set for our office to be held in case of access requirements or emergency etc).

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