



# PLACE2LET WHERE LANDLORDS COME 1ST

**A registered member of NALS - reg. no. A1860**

PLACE 2 LET IS A MEMBER OF  
THE NATIONAL APPROVED LETTING SCHEME ( N A L S )



## **LANDLORD DISCOUNTED** **COMMISSIONS**

<b>1st Property</b>	<b>10%</b>
<b>2 - 5 Properties</b>	<b>9%</b>
<b>6 - 10 Properties</b>	<b>8.5%</b>
<b>10 + Properties</b>	<b>8%</b>

**For any further information please call: ~**

**Richard Champion - 07970710310**

## **Property Rentals & Management Service Details**

*No Let NO Fee  
6 Month Minimum Contract  
No Hidden Charges*

### **Advertising & Marketing**

\* **Agency Terms & Conditions**

Detailed Below

\* **Weekly Advertising in the Evening Gazette**

Your property will be advertised every Thursday in the property pull out section of the gazette

\* **World-Wide Internet Advertising**

Your property will be advertised until it has been successfully let using -  
www.place2let.co.uk and www.rightmove.co.uk

\* **Various Local publications when applicable**

Place 2 Let will also advertise in appropriate additional newspaper supplements

\* **Colour Internal / External Photographs**

The photo's will be displayed where applicable on our Place 2 Let and RightMove websites and displayed within our Office

\* **Place2Let Covers the Whole Fylde**

Due to the fact our offices are based in South Shore this makes us central to the whole Fylde, therefore, we are able to market properties from Fleetwood to Lytham

\* **Professional & Personal**

Dedicated customer service second to none. Place 2 Let train all staff members to a high quality standard so all enquiries, whether from landlords or tenants, can be dealt with in a professional manner

\* **Local Knowledge with National Exposure**

Our specialist staff has extensive knowledge of the area and can advise on existing and potential property purchases

\* **Property List with Photographs**

On receiving rental enquiries, our full property list, including photos can be mailed, e-mailed, faxed that day to the applicant.

A full detailed property listing with an external photo of your property is available at our high street office or on request

\* **Local High Street Office**

Open 6 Days a Week Marketing your Property and dealing with all types of enquires

## **Fully Managed Service**

\* **Free Rental Valuation, Appraisal & Advice**

Place 2 Let will meet you at the property you wish to rent out and advise you of a realistic rental price that you can expect. We will also give you general advice on renting your property, for example, any works or repairs we feel need to be completed before the property is rented. Place 2 Let will be pleased to advise and if necessary recommend contractors

\* **Erect 'To Let' Board to Market the property**

If you are happy to have a board outside your property, this is an excellent way to market your house / flat

\* **Accompany Prospective Tenants around the Property**

Place 2 Let will accompany all prospective tenants to the property and explain step by step how to rent your house

\* **'FREE RENT GUARANTEE' - Vet & Credit Check the Applicant**

Place 2 Let will send the application to our referencing company who will carry out extensive reference and credit checks, if all referencing is acceptable you will be provided with a FREE 6 month rent guarantee, this means if your tenant was unable to pay their rent, the rent guarantee will pay your months rent after the end of the rental period. All court costs and solicitors fee are covered by the rent guarantee if applicable.

Please note Rent Guarantee's become first renewable with existing tenants at the landlords discretion, after the 1<sup>st</sup> six months – If a new tenant is required for the said property Place 2 Let will always provide the initial Free 6 months Rent Guarantee

\* **Prepare an Assured Short Hold Tenancy Agreement & Section 21 Notice**

The average tenancy agreement is for a six-month period and can be re-newed on a six monthly basis; a section 21 notice is also issued at the start of the tenancy. This can save time if you wish to evict your tenants at the end of the tenancy agreement

\* **Weekly Updates on Marketed Properties**

Place 2 Let will keep you updated on a weekly basis with the progress of your property as it is being marketed

\* **Breach of a Tenancy Agreement**

There are various area's that a tenant can breach there agreement some of those being~

Rent Arrears – should a tenant fall behind with their rent this will be acted upon immediately via contact with the tenant's guarantor and the rent guarantee insurance policy where applicable.

Maintaining the Property – When the inspection is carried out it will be noted at that time if there are issues i.e. garden not maintained, rubbish not removed on a weekly basis etc This will be addressed at the time and if it continues to be ignored, notice maybe served at the landlords discretion

\* **Regular Property Inspections**

On average 1-2 visits per annum to provide an up to date summary of your property. This will allow tenant to communicate if they have any special requests or queries. This gives Place2Let an opportunity for us to assess the condition of the property. You will receive a detailed inspection report indicating your properties Condition

\* **Setting up All Utilities**

Place 2 Let will contact all the utilities Gas / Electric / Council Tax & Water Rates and set up the various accounts for your new tenants, (Place 2 Let do not set up Telephone or TV License)

\* **Collect Appropriate Security Deposit and Monthly Rent**

On the day of the move in, a month's rent will be collected and paid to you in due course, minus any deductions and a bond will be collected and placed in our TDS bond account or the DPS

- \* **Prepare Income & Expenditure Statements**  
Contact Place 2 Let if you require an end of year statement for your tax return. These can be posted out to you for each of your properties
  
- \* **Tenancy Deposit Scheme (TDS) / The Deposit Protection Service (DPS)**  
The deposit will automatically be included in the Tenancy Deposit Scheme or the Deposit Protection Service for Regulated Agents like ourselves. At the end of the tenancy if a dispute should occur the landlord or the tenant can submit the case to the Independent Case Examiner for adjudication. Should a dispute occur either party must notify our office immediately
  
- \* **Tax Advice**  
We do recommend that you discuss your tax position with your own tax advisor  
If you live in the UK whilst your property is let you should declare your rental income in the normal way on your tax return.  
Since April 1996 if you are considered to be a non-resident landlord living abroad any managing agent is required by law to inform the inland revenue of monies paid to yourself and all deductions and expenses. Landlords should obtain a tax approval number from IR
  
- \* **Guaranteed Commission Discounts for Landlords who Own More than one Property**  
Full details of our discounted commissions - see insert
  
- \* **Keep you informed of any New & Existing Legislation**  
**Energy Performance Certificate** – This applies to all rental properties from 1<sup>st</sup> October 2008 every property must have an Energy Performance Certificate (EPC) this will show how energy efficient your property is. If your property is tenanted on the 1<sup>st</sup> October 2008 you will need an EPC when your tenant vacates the property before it is re-let -  
Each EPC is valid for a 10 year period  
  
**Gas Safety Certificate** - The Gas Safety Regulations 1998 apply to all domestic properties and ensures landlords to have all gas equipment safety checked annually by a Corgi registered contractor, to keep all records of work carried out on appliances and to obtain a Gas Safety Report (GSR). The GSR must be available for a tenant at the time they sign the tenancy agreement, a copy will be obtained and kept on record at our office.  
The agent reserves the right to use a nominated contractor for the gas safety check within the property. Should the landlord fail to provide a current certificate from a contractor, we, as the managing agent, will arrange for the checks to be carried at the landlord's expense. No tenancy will commence until the agent receives a valid compliance certificate - Each GSR is valid for a 1 year period  
By signing you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations  
See Page 10  
  
**Electrical Safety Certificate** – This regulations imposes an obligation on all landlords to ensure that all electrical appliances are safe  
By signing you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations  
See Page 10  
  
**Furniture**  
The fire & Furnishings Regulations 1988 – Amended 1993 – all upholstered furniture in the property satisfies the fire resistant requirements. You must ensure labels are attached to the furniture at the property showing they comply with the regulations.  
By signing you are accepting full responsibility for ensuring that your property and contents comply fully with these regulations  
See Page 10

\* **Competitive Landlord Insurance**  
Place 2 Let offers extensive competitive insurance on a variety of products:  
Buildings  
Tenants  
Legal  
Place2Let will be pleased to obtain any required quotes

\* **The very latest Computer Technology**  
Place 2 Let use the latest C.F.P software which is updated on a six monthly basis

\* **Fees**  
Finders fee is equivalent to 2 weeks rent for a new property  
Any further finders fees after the 1<sup>st</sup> Let will be equivalent to 1 weeks rent  
At the commencement of the tenancy commission will be 10% of all rents collected + v a t  
Discounted commissions can be viewed see insert

\* **At the End of a Tenancy**  
When your tenant hands in their notice you will be contacted and informed of the situation. At this point, if you wish to increase the rent for the property this can be done and advertising will commence, viewings will continue through the notice period.  
A final inspection will be agreed with Place 2 Let and the tenant. Then we will assess the condition of the property, once this has taken place you will be contacted with an update.

\* **Full Maintenance Service**  
Place 2 Let will investigate any faults reported at your property and where applicable instruct our contractors to carry out repairs. Place 2 Let as the managing agent shall administer day to day repairs up to maximum of £100.00 unless otherwise instructed.  
Where major works are necessary, for example roofing, replacement boiler or re-decoration an estimate will be obtained and you will be contacted for your approval.

\* **Outgoing Payments**  
Place 2 Let will pay related bills for our contactors on your behalf and account to you on your rental statement

\* **Advice on Refurbishing & Upgrading your Property**  
If you are unsure about carrying out any work on your property Place 2 let can advise you

Registered Office: Cube Buildings 3 - 5a Park Rd, St Annes, Lancashire, FY8 1QX Registered in England No 5381470

\* **Transfer of Rents**  
Our aim is to make an automatic transfer with any rents received directly into your bank within 3 working days. We must, of course, have cleared the funds in our account.

\* **NALS**  
The National Approved Letting Scheme is an accreditation scheme for Lettings and management agents, offering peace of mind to Landlords and Tenants, Knowing they are dealing with a regulated firm which agree to meet defined standards of customer service, together with having in place the necessary insurance to protect clients money plus a customer complaints procedure offering independent redress.

\* **Full Inventory with Photographs**  
A full detailed inventory will be carried out before your tenants move into the property this will include taking a meter reading of both Gas and Electric

## **General Terms & Conditions**

\* **Empty Properties**

Our service does not include the supervision of empty properties whether it is empty prior to a tenant taking the property or in between tenancies. Once the property is empty you will become responsible for all the Utilities until the property is re-let

\* **Rent Collected**

All rents collected will automatically have the commission deducted before it is paid to the landlord. All Rents paid by Cash & Direct Debit Payments will be made within 3 working days. A transfer will be made by BACS directly into a landlords account. Please allow 3 working days for funds to clear, any Cheques take longer to clear they will be a total of 7 days before a payment is made to yourselves

The agent is not responsible if a Tenant fails to pay rent, but as the managing agent Place 2 Let will endeavour to chase and collect your rent through various sources e.g tenant, guarantor, rent guarantee where applicable

\* **Maintenance**

The Landlord is responsible for repairs and the upkeep of the property.

To keep in good repair the structure of the property including drains, gutters and down pipes.

Interior to keep in good repair appliances for the supply of water, gas and electric. Appliances for heating and heating water

Place 2 Let, as the managing agent shall administer day to day repairs up to maximum of £100.00 unless otherwise requested

\* **Early Departure of a Tenancy**

If a tenant vacates the property before the expiry date, Place 2 Let will endeavour to still collect rent through various channels, and re-let the property as soon possible

\* **Insurance**

The landlord must insure that the property is covered with a fully comprehensive insurance policy

\* **Houses in Multiple Occupancy (HMO)**

The landlord must establish whether their property will require a licence under the HMO scheme. If the property is subject to a licence the agent must be informed before the property is marketed and a copy of the licence supplied to the agent

\* **Mail**

Mail will not be forward, all landlords must make the necessary arrangements with the Post Office

\* **Interest on Landlords Money**

Interest accrued on clients money will be retained by the agent to off set bank charges and admin charges

\* **Withdraw from Initial Agreement Before a Tenancy has Commenced**

Where the landlord withdraws their property to be let the landlord shall pay to the agent the cost and expenses incurred the sum of £125.00 including vat if an application has already been processed.

- \* **Notice Required When a Tenancy Has Commenced**  
Place2let requires 2 months notice in writing after any present 6 month AST expires if you wish to cease business with ourselves
  
- \* **Purchase of the Property**  
In the event that the tenant, or anyone associated with the tenant or any person introduced by the agent to the property, purchases the property during or within the 6 months of the end of the tenancy, the landlord agrees to pay commission to the agent at a rate of 1.5% of the contract price.  
At the agents discretion this may be reduced by negotiation.
  
- \* **Instruction Manuals**  
English Instruction Manuals or Leaflets for every gas, electric appliance including boilers and central heating systems must be left for the tenant on or before the tenancy commences  
Alternatively, clear hand written or typed instructions will be required (Failure to provide these will result in unnecessary delays)
  
- \* **Complaints procedure**  
In the event of a problem with our service it should be noted we require any complaint to be made in writing and addressed to Mr Richard Champion. Each case will be looked into on an individual basis

## **LET ONLY SERVICE DETAILS**

### **Tenant finding only service**

- \* **Free Rental Valuation, Appraisal & Advice**  
Place 2 Let will meet you at the property you wish to rent out and advise you of a realistic rental price that you can expect, we will also give you general advice on renting your property for example any works or repairs we feel need to be completed before the property is rented Place 2 Let will be pleased to advise and if necessary recommend contractors
- \* **Erect 'To Let' Board to Market the property**  
If you are happy to have a board outside your property this is an excellent way to market your house / flat
- \* **Market & Advertise the Property until Let**  
Place2Let will advertise your property in the gazette on a weekly basis, on our web site – [www.place2let.co.uk](http://www.place2let.co.uk) and [www.rightmove.co.uk](http://www.rightmove.co.uk) also on our property listings and adverts in the office
- \* **Provide the Landlord with an Assured Short Hold Tenancy Agreement**  
The tenancy agreement will be drawn up for a 6 month period
- \* **Vet & Credit Check The Applicant**  
Place 2 Let will send the application to our referencing company who will carry out extensive reference and credit checks, if all referencing is acceptable you will be notified and a suitable move in date will be arranged.
- \* **Prepare Full Inventory with Photographs**  
A full detailed inventory will be carried out before your tenants move into the property this will include taking a meter reading of both Gas and Electric
- \* **Fees**  
Finders fee equivalent to 3 weeks rent + v a t
- \* **Landlords Responsibility**  
Managing the property, maintenance issues, inspections, collecting rent, informing all utility companies etc
- \* **Withdraw from Initial Agreement Before a Tenancy has Commenced**  
Where the landlord withdraws their property to be let the landlord shall pay to the agent the cost and expenses incurred the sum of £125.00 including vat if an application has already been processed.

## **Information on Existing Legislation**

### **The Gas Safety (Installation and Use) Regulations 1998**

The gas safety (Installation and Use) Regulations 1998 impose obligations on Landlords of residential properties in relation to the supply of gas and gas appliances in a property, which is let.

These regulations mean that you, as a Landlord, must ensure that:

- There is a sufficient supply of air available for proper combustion of any gas appliance in the property
- There are adequate facilities for the removal of products of combustion
- There is adequate facilities for the removal of products combustion
- There is adequate ventilation to enable any gas appliance to be safely used
- All gas appliances in the property are in condition which allows the safe use and eliminates any risk of escaping gas
- You must ensure gas fittings and flues are maintained in a safe condition at all times

If you have any reason, as a Landlord to suspect there is a gas escape at the property, you must immediately take all reasonable steps to ensure the gas supply is shut off.

These regulations apply to all gas appliances at the property including any central heating system, fires, cookers, refrigerators, etc, which use mains, propane or carol gas.

It is a Landlords responsibility to ensure that a corgi registered gas engineer checks each gas appliance and flue in the property for safety every 12 months.

Following the annual safety check, you must ensure that you receive a copy of the certificate (This should have a written record of every appliance checked)

You must keep a copy of this certificate for at least two years from the date of the check. It is important that the certificate includes the following: the date of check, the address of the property, the name and address of the landlord or agent, a description and location of each appliance, any defect noted, any remedial action taken and the name, signature and registration number of the corgi engineer who carried out the certificate.

As a Landlord you must ensure that copy of the certificate is also given to the tenant of the property within 28 days of the check.

Before the tenancy begins you must provide Place2let with a certificate or inform us if you would like us to carry out the check on your behalf. Annual Inspections will then be necessary and we can ensure these are carried out at your own expense during the time we manage the property.

However, it should not be assumed that an annual gas safety check would provide effective maintenance. If you are concerned you should seek the advice of a corgi registered gas engineer.

**The Electrical Equipment (safety) regulations 1994.**

These regulations apply to any person who supplies electrical equipment in the course of a business. Therefore they will apply to a Landlord letting residential accommodation. To comply with these regulations you must ensure all electrical equipment e.g., kettles, toasters, televisions, you leave in the property are safe.

If you have bought any new electric equipment for the property after 1<sup>st</sup> January 1997 you must ensure that the equipment has the 'CE' mark on it. You must also ensure that you leave instruction booklets for all electrical appliances at the property, or written details on how the appliance is operated.

It is important that if we do take management of the property, that any electrical equipment that does not meet with current regulations is removed and any that are left in the property do meet with the requirements set out in this regulation. There are heavy penalties for Landlord who does not comply with them.

**The Furniture and Furnishing (Fire) (Safety) Regulations 1988 (As amended)**

There are heavy penalties imposed on Landlords who do not comply with these Regulations including a fine of up to £5000.00

All upholstered furniture made after 1950 is included within these regulations. (The regulations apply to furniture which is in residential property where the property is to be let out after 1<sup>st</sup> March 1993.)

The furniture covered by the Regulations includes sofas, settees, seat pads, beds, headboards, pillows, and armchairs, scatter cushions, futons, mattresses and beanbags. To comply with the regulations these types of furniture must be fire-resistant and in most cases carry a permanent label to this effect. To be 'Fire resistant' most furniture and upholstery must have passed and ignitability' test, specified in the Regulations.

If you ask us to manage the property you must remove any furniture, which does not comply with these Regulations before the tenancy. Any replacement furniture you place in the property, must comply with these regulations.

## **Landlords To Be Prevented From Keeping Deposits** **From 1st April 2007**

Landlords will be prevented from keeping deposits unfairly as part of new legislation to protect the rights of the tenant, it was disclosed last night.

Under new rules being introduced by John Prescott, the Deputy Prime Minister, home owners will be forced to hand over deposits to a Government- appointed private company.

The measures follow research showing that one in five tenants felt that all or part of the cash they paid as a deposit has been unfairly retained by their landlord.

Deposits, which conventionally are the equivalent of one months rent, would be paid to a third party who would arbitrate in the case of any disagreement at the end of the tenancy.

More than half a million private Landlords will face additional fees, extra bureaucracy and the prospect of being barred from their property if they do not comply with the strict deadlines when the regulations come into effect on 1st April 2007 as part of the 2004 Housing Act.

In the case of a disagreement, inspector will be able to visit the property to determine if more than "reasonable wear and tear" has occurred and how much of the deposit should be returned.

This would include the condition of furniture and whether any damage has been caused by the tenant. However, if the tenant chooses to withhold the final month of rent in lieu of the deposit, as 20 percent of tenants are believed to do, landlords will not automatically be repaid the deposit and must go to court to recover it.

The Government intends to appoint a private company to run the deposit scheme, which will charge landlords a fee for sending back the deposits.

The legislation will apply only to properties rented after Oct 1 this year and will affect an estimated 40 per cent of 2.2 million tenanted properties which change occupancy each year.

Landlords will have 14 days to put the deposit in the scheme or face a fine of up to three times the amount of the deposit, which could be up to £6,000. They will also lose the right to evict tenants until any dispute has been resolved.

A spokesman for the Office of the Deputy Prime Minister said: "These provisions need to be put into place to force the minority of landlords to act responsibly by safe guarding tenancy deposits".

Estate agents and professional renting bodies will be bound by a similar insurance based scheme.

Baroness Andrews, the housing minister, said that while most landlords and letting agents repaid deposits, a substantial minority did not.

"The Tenancy Deposit Schemes will ensure long overdue protection for more than £740 million of assured short-hold tenancy deposits, in England and Wales and above all help to drive up standards in the private rented sector," she said.

**Acceptance Form Letting and Full Managed Service**

I / We hereby agree to the Terms and Conditions and instruct Place2Let as my agent to undertake all subsequent management of the property for the purpose of : ~

Full Name / Initial Contact \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile No \_\_\_\_\_

E Mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile No \_\_\_\_\_

E Mail Address \_\_\_\_\_

I am currently a full time UK resident, residing at the above UK address YES / NO

I am currently a UK resident but will be moving abroad in the near future and will  
Supply Place2Let with my forwarding address YES / NO

I am not a UK resident and my overseas address is entered above YES / NO  
(Place2let Ref for over sea landlords – SS0 / NA38733)

My IR number is \_\_\_\_\_

Full Address of the Property to be Let: ~

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Please tick below  
Fully Managed Service \_\_\_\_\_ (minimum managed period 6 months with 2 months notice)

Let Only Service \_\_\_\_\_

EPC Place2let \_\_\_\_\_ Landlord \_\_\_\_\_

Gas Safety Certificate Place2let \_\_\_\_\_ Landlord \_\_\_\_\_

Maintenance Float £100.00 – I agree for the said amount to be used for any maintenance issues up to the value of

Other Instrutions \_\_\_\_\_

\_\_\_\_\_

**Signed 1** \_\_\_\_\_ **Print 1** \_\_\_\_\_

**Signed 2** \_\_\_\_\_ **Print 2** \_\_\_\_\_

**Date** \_\_\_\_\_ **Date** \_\_\_\_\_