

## **LANDLORD'S GUIDE**

**Appliances - should be in clean working order. Repairs are the responsibility of the landlord unless there is evidence of tenant miss-use. Cleaning - Properties should be left in a clean condition. At the end of the tenancy the property should be left in a similar condition. If it is not, professional cleaners will be employed and the cost paid from the security deposit.**

**Council Tax - This is paid by the tenant. During vacant periods it is paid by the owner. When empty but furnished it is charged at 50% of the normal rate. When empty and unfurnished there is no charge for the first 6 months and 50% thereafter.**

**Furnishings - Where property is furnished only the bare minimum should be provided. This should be of reasonable quality and in good condition. If the property is unfurnished it is usual to provide 'white-goods' cooker, fridge washing machine as well as carpets and curtains.**

**Gardens - These should be clean and tidy with any lawns cut and beds weeded. Tenants are required to maintain gardens to a reasonable standard and should be provided with the tools to allow this.**

**General Condition - Gas, electric, plumbing, central heating and hot water systems should all be in good working order and safely maintained.**

**Repairs and maintenance are the owners responsibility.**

**Income tax - Where the landlord is a UK resident any income from property is liable to tax. Where the landlord is non-resident Vizard Russell are obliged to retain an amount equal to the basic rate of tax on behalf of the Inland Revenue until an exception certificate is held. We can arrange this for you.**

**Insurance - You should advise your insurer that you will be letting your property otherwise your buildings and contents cover may be invalid. If the property is to be let furnished you will need specialist cover. Should you need help with any of this Vizard Russell have links to specialist insurers locally and nationally.**

**Inventory - Details of the content and condition should always be prepared so that when tenants leave there is no misunderstanding as to how they should leave the property. Landlord can do this themselves and we can provide guidance on the information needed, or we can arrange for an independent inventory to be prepared.**

**Keys - Tenants will need one set each, and we will need another set if we are managing the property.**

**Mail Forwarding - If you have been living in the property arrange for mail forwarding to your new address with the Royal Mail. It doesn't cost much and is**

**reliable until you can advise everyone of the change. We also suggest this to tenants.**

**Mortgage - If you have a standard mortgage advise your lender that you intend to rent and they will let you know if they have any special requirements. Usually these requirements are part of our normal process.**

**Personal items/ornaments - when you are letting your own home you should clear out everything but essential furniture and equipment. Do not leave anything personal or any ornaments that may break.**

**Preparing the property for letting - Quality properties get quality tenants. If a property is well presented with good décor and furnishings then it will let more quickly and for a higher rent.**

**Safety Regulations - Safety requirements are the responsibility of the landlord and their agent if the property is managed. There are serious penalties for non-compliance.**

**Gas appliances and equipment must all be checked and approved by a registered CORGI gas installer and a copy of the certificate provided to the tenants.**

**Electrical appliances and equipment must meet safety regulations and effectively any work must be carried out by a qualified electrician.**

**Furniture and fittings must meet minimum fire resistant standards. This applies to all soft furnishings. Anything old or antique, curtains and bed clothes are not included. All items must have a fire resistant label attached.**

**General Product safety requires that any contents or fabric of the property must be safe and free from obvious signs of danger. Operating manuals should be left for any equipment that has potential to injure.**