

# Landlord Guide



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# Pure Estates

We are an independent agent that aims to provide you, as a landlord, the best experience in managing your property.

We provide more than just the usual letting and selling that you expect from any estate agency. We offer excellent no- hassle, letting, management, selling, and many more property related services.

Landlords are often unaware of the implications upon them when they begin to let out their properties, this is where Pure Estates comes in. We not only offer you the best services, we also give you the knowledge and information you need.

Read on to find out how what services we offer, and how it can help you achieve the best for yourself as a landlord and for your property.

## Finding a tenant

The tenants we find will be confirmed by you, will be fully referenced and will be matched by us according to your requirements.

When you give us the information and the go-ahead, we will forward your property's

details on to suitable applicants and they will be advertised using many media sources such as local and national newspapers

and all major property websites such as [findaproperty.com](http://findaproperty.com) and [rightmove.co.uk](http://rightmove.co.uk).

We show your property to prospective tenants without you having to be present. You can then meet after a suitable tenant has been selected for you. This will, hopefully, save you time and minimise any unsuitable tenants.

Before allowing access to a tenant we will always ask for the following:

- A signed copy of the terms and conditions.
- A full set of keys, two sets if the property is to be fully managed.

## Inventories

The inventory is an important document that is required in order to protect yourself as a landlord and the prospective tenants. We ask that all landlords provide a detailed inventory report indicating all possessions that are in the property. If you are not

able to do this, or you need help with this service, our staff will be happy to assist you in creating an Inventory report FREE OF CHARGE. This is so that all details of the property can be checked before asking the tenant to sign the tenancy agreement.

Deductions cannot be made from any deposits without us carrying out thorough checks if and when tenants vacate the property.

As we regard this as a highly important document, we advise you to let us carry out the report.

## Utilities

If required, we are able to arrange for the transfer of all utilities, Gas, Electricity, Water (and Council Tax where appropriate)

## Payment of rent

We collect rent on your behalf. As soon as all amounts are cleared in our account the appropriate amounts less the charges to Pure Estates will be transferred to you by cheque or directly into your bank account.

## Deposits

As soon as the tenancy agreement has been signed by the landlord and the prospective tenant, a deposit is taken. This is to insure against any damages to the property, rent arrears or any other breach of contract by the tenant.

Please note that this money belongs to the tenant and is held by a third party (Tenancy Deposit Scheme) until the tenant vacates the property. This money will be held by the scheme if the property is fully managed. Otherwise the landlord will hold the deposit.

## Insurance

All landlords must have a valid buildings insurance certificate (and contents insurance where applicable). A copy of this must be provided to us.

Letting out your property may affect your mortgage (if you have one) and you must declare that the property is being let.

## Introduction of tenant

### We will provide you with:

- Free valuation of your property
- Any advice on renting out your property
- Market your property at the value instructed by you
- Advertise using a number of different mediums
- Get references on behalf of you from tenants (we do not accept responsibility for any unsatisfactory tenants)
- Prepare any documentation
- Give advice or arrange an inventory report
- Collect payments and deposits less our fees
- Take meter readings of utilities and inform utility companies on request

Fees for this service currently stand at 7.2%\* including Vat

**Let and Rent Collection** – we will provide you with all of the above and:

We will collect rent from the tenant on your behalf and pass it on to you minus our fees

Fees for this service currently stand at 9.6%\* including Vat

## Full management

### We will provide you with all of the above and:

We are able to offer other services on request, if you are unsure about any issues regarding your property please contact our staff on 0208 555 2550.

- Complete any small maintenance issues
- Carry out inspections of properties every six weeks, and provide you with a report if requested (you are able to come with us if you wish)
- Pay all costs such as ground rents, service charges, etc. from rent received (only on request)
- Resolve any unlikely problems with payment of rents
- Holding tenants deposit in a separate account (We adhere to the Tenancy Deposit Protection Act 2007 with regards to the initial deposit of the tenant)
- Advise you of any breaches of contract by the tenant

Fees for this service currently stand at 12%\* including Vat

\* Prices subject to change without notice and effective immediately

# Regulations

The following regulations are important, please familiarise yourself with them and ask us if there is anything you are not clear about.

## Gas Safety (Installation and Use) Regulations 1994

Under these regulations it is the responsibility of a landlord to ensure that any gas appliance and fittings are properly installed, serviced and are in compliance with the Gas Safety Regulations 1994.

It is a criminal offence not to adhere to these regulations and lead to prosecution, imprisonment, a criminal record and fines up to –£25,000. This is why it is mandatory that a Gas safety Certificate is provided by you before the occupation of any property.

We are able to arrange these checks for you at your request. The appliances and fittings also have to be checked by a CORGI registered gas engineer annually.

## Electrical Equipment (Safety ) Regulations 1994

These regulations are much the same as the Gas Safety regulations and mean that you must also provide us with an Electrical Safety Certificate to ensure that all electrical equipment in the property is safe, including fittings such as sockets, wiring, etc.

There is no regulation stating that these checks have to be carried out annually but we advise all landlords to have these checks carried out at the same time as their Gas Safety check.

## The Furniture and Furnishings Fire (Safety) Regulations 1988 (Amended 1993)

To comply with these regulations all landlords must ensure that all furniture and furnishing carry the appropriate permanent labels.

Products included in these regulations are:

- Any type of furniture
- Beds, headboards, mattresses, and pillows
- Cushions of any kind
- Any covers for furniture including throws, sofa covers etc.

All beds, bases and mattresses are covered by previous legislation which requires them to meet the British Standard and are marked with the code BS7177.

Any furniture or furnishings that do not meet with these standards must Be removed

before any tenant can move into the property. All furniture that complies with these regulations will have a red triangle label on it or

## Tenancy Deposit Protection Act 2007

### **Custodial scheme**

The tenant is required to pay the deposit to the landlord or to us who then pays it into the scheme. In 14 days the landlord or Pure Estates will give the tenant information about the scheme. When the tenant decides to vacate the property, a

decision as to the deposit being split can be made. If there are any disputes the deposit will be held until an agreement is made.

### **Insurance based schemes**

The main difference with this scheme is that the landlord or Pure Estates will hold the deposit themselves and a premium

is paid to an insurer. When the tenant vacates the property, a decision to split the deposit can be made. If there are any disputes the landlord or Pure Estates must hand the amount to the scheme for safe keeping until the dispute is resolved. If the landlord does not comply for any reason, the insurers will pay the monies if appropriate to their decision.

### **Houses in Multiple Occupation (HMO)**

New regulations state that any property that is occupied by unrelated tenants is required to have a HMO licence where appropriate.

If it comes under the regulations and is not licence, you will be in breach of contract and liable for prosecution, and or fines.

## Landlords responsibilities

The following points should be noted and all must be adhered to before the start of any tenancy:

- The property should be prepared appropriately (e.g. must be decorated accordingly, inside and out)
- Any appliances should be clean and manuals should be available
- Property should be cleaned thoroughly (this can be arranged by us if requested)
- Light bulbs should be in working order
- Gas and Electricity certificates must be provided
- Proof of ownership (e.g. Land Registry Order) must be provided. We can obtain this information for you at the cost of £6
- Two sets of keys must be provided