

INFORMATION FOR LANDLORDS

DEPOSITS

When a deposit is received it must be protected within 30 days of receiving it. In addition prescribed information must also be served on the tenants. We use the DPS (Deposit Protection Service) custodial scheme for all our deposit received after the 6th April 2007 and therefore the deposit money is transferred to the DPS for property that we manage.

IDENTIFICATION

We are obliged to verify the identification of new clients. We will need to see originals to be able to take a copy.

Examples include passports, photographic driving licences and current utility bills.

REGULATIONS

- **Upholstered furniture:** Any upholstered furniture (e.g. mattresses, suites, pillows, cushions, chair pads, etc.) must comply with the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended). Any upholstered furniture that does not comply with these Regulations must be removed, and if replaced then only be replaced with items that do comply.
- **Gas appliances:** In accordance with the Gas Safety (Installation and Use) Regulations 1994 (as amended) any gas appliance in the property appliances have to be checked at least every twelve months by a Gas-Safe registered contractor, and that the tenants be provided with a copy of the gas safety record issued by the contractor following every inspection. A copy of the gas safety record has to be given to any tenant at the start of a new tenancy.
- **Electrics:** Electrical wiring and any electrical appliances in the property must be safe to use. If you are in any doubt we would suggest that the wiring and the appliances be checked by an approved electrician prior to the granting of a tenancy.
- **Mortgage:** If you have a mortgage on the property then please ensure that you have the consent of the mortgagee (e.g., bank or building society) to let it. They may have their own special notices to serve on tenants prior to the granting of a tenancy.
- **Insurance:** You will also need to notify the insurers of your buildings and contents that you intend to let your property so that they are aware of this change of circumstance. During any void periods you should also ensure that you advise them that the properties are unoccupied, and of course advise them when they are re-occupied.
- **EPC:** All rented property requires an Energy Performance Certificate (EPC). This has to be available before any marketing or viewing takes place. It may be advisable to think about improving your properties prior to commissioning your EPC in order for it to achieve a better rating. Examples include loft insulation, low energy light bulbs and cavity wall insulation.

We are members of The Property Ombudsman Approved Redress Scheme. You can obtain copies of the code from www.tpos.co.uk