



Beatrice Carter's Guide to Property Letting

IMPORTANT

New Legislations Effective As From 6th April 2007

HANDLING OF SECURITY DEPOSITS

Effective as of 6th April 2007, all Landlords are required to register with a company for securing the tenants security deposit under the new legislation. Although there are several companies now active, Beatrice Carter Property have chosen to register with the 'Deposit Protections Services' which is a FREE service. Use caution, when choosing a company as some do have annual fees. To enable Beatrice Carter to transfer the security deposit funds on your behalf, you will need to pre-registered and be given your own personal Landlord ID number. For Landlords that opt for our fully managed service we will automatically take care of all this and remain responsible for these monies. You can contact the 'Deposit Protection Services' direct for further information or to register. Their website is www.depositprotection.com and telephone number is 0870 7071 707. All transactions can be made online or by phone or in writing.

As of 1st September 2004 all properties have to be inspected by the Housing Office on Base, the additional requirements are as follows.

1. An up to date Landlord's Gas Safety Certificate must be shown in the property.
2. Smoke alarms must be installed to both Ground Floor ceilings and First Floor Ceilings, and third floor also if applicable. They must all be in working order.
3. Carbon Monoxide detectors must also be installed to any property that has Gas or Oil fired central heating.
4. All Electrical wiring must be up to current Electrical Safety Regulations 1994, i.e. there must be no joins to cables, or flex damage, etc. and cooker points must all have wall plates covering the cables, and must be inspected on a regular basis by a qualified electrician.
5. No bar style heating appliances can be left in the property.

6. All curtains or blinds, and suitable floor coverings must be in place.
7. All electrical and heating appliances within the property must have full written operating instructions.
8. Polystyrene wall/ceiling tiles and coving must be completely removed from the property.
9. Any bathrooms, cloakrooms or en-suites that have no external windows, must be fitted with an extractor vent.

All of the above must be in place at the property, and we must have a copy of the Landlord's Gas Safety Certificate at our office. Also, we require a full set of keys along with this completed questionnaire before we can market your property.

Health & Safety

You are legally responsible for compliance with all Health & Safety legislation concerning the property, including the obligation to maintain the property in a safe condition. Unless we are specifically instructed to deal with particular Health & Safety issues, we shall bear no responsibility to you for breaches of Health & Safety legislation. If we are instructed to deal with particular issues, we reserve the right to make an additional charge to reflect the extra work involved, potential liabilities in respect of any breaches of Health & Safety legislation, and the cost of insuring against those liabilities. To assist you in complying with Health & Safety legislation, details of new and current legislation are set out below. This list is not exhaustive and Beatrice Carter accepts no responsibility for the accuracy of the information. If you are in any doubt as to your responsibilities, you should seek legal advice. Such advice may be available free of charge from the Local Authority or other Government bodies.

If you choose our letting services for management and 24 hour response service, we shall be responsible for ensuring that items which need repairing are noted and repairs are dealt with, within a reasonable time. This only applies to the fixtures and fittings of the property. We will not inspect and maintain the structure of the property, nor will we be responsible for ensuring that items in the property, such as gas appliances and soft furnishings, comply with the relevant legislation, except insofar as these are in reasonable repair.

CURRENT LEGISLATION DETAILS

1. Plugs & Sockets Regulations, 1994, state any plugs, sockets, bayonet lamp holders cracked, browned etc. and worn, broken electric cables, must be replaced under the Fire & Safety regulations.

2. General product Safety Regulations 1994, state it is a legal requirement that cracked glass to furniture fittings, windows etc. must be replaced before the tenancy begins.
3. Gas Safety Regulations 1994, state all gas appliances, flues and supply must be checked yearly and a copy of the gas engineers report must be displayed in the property, we suggest inside the airing cupboard door and the agent must also hold a copy.
4. Heating Appliances (Fireguards) Regulation 1973, state gas fireguards must be up to the sufficient safe standard, the gas engineer will check this during his inspection.
5. Fire & Safety Regulations, furniture & furnishings, final compliance for new supply 31st December 1996, relating to upholstered chairs, sofas, armchairs, mattresses and cushions. Sofas and mattresses must be labeled, remainder must be clarified by manufacturing date and purchase date. Most furniture manufactured before 1988 will not comply, but furniture manufactured before 1950 is exempt. Non-complying furniture may continue to be supplied in relevant residential homes until 1st January 1997 if, but only if it was provided in the same accommodation before 1st March 1993. Any replacement of additional upholstered furniture put into the homes must comply with the safety standards
6. We suggest leaflets, instruction booklets etc. are provided for the property, on managed properties we will keep the originals at the office, and photocopies will be left at the property in binders, labeled for safe keeping in the property.
7. The property must be in good clean condition ready for the inventory which is taken usually 2 working days before the tenancy commences. Please advise us in advance if you require assistance with cleaning, or maintenance, etc.

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Depending upon your circumstances it is often the case that you need your buildings/ contents insurer's consent and your lender's consent (if you have a mortgage on the property) to this letting. It is the Landlord's responsibility to notify any party and to obtain their consent.

Tax

Please be aware you may be liable for UK tax on rent received. It is the Landlord's responsibility to deal with their tax affairs and to account for a tax due.

Generally

Although Beatrice Carter are systematic and thorough in carrying out references, they cannot ultimately be responsible for the Tenant's actions and do not accept responsibility for any losses incurred by the Landlord, due to breaches by the Tenant of the Tenancy Agreement. Also it may not be possible to disclose details or copies of references received, especially if for military personnel.

LANDLORD CHECK LIST

We recommend...

- All properties are unfurnished.
- Fitted carpets should be professionally cleaned or high quality floor surfaces must be provided.
- Curtains preferably lined and or blinds on all windows
- All rooms must be clean and in good order, surfaces dusted and polished, particular attention to glazing inside and out, including sills
- Bathrooms must have an adequate shower, either over the bath or separate.
- A wall mirror, towel rail and toilet roll holder are required in the bathrooms.

We recommend walls are emulsioned Magnolia (Matt) and woodwork stained or glossed – all maintained to a high standard, including the exterior of the property, with adequate ventilation and sufficient lighting throughout.

Plumbing is required for use of an automatic washing machine, with space for a fridge/freezer. Venting for a tumble dryer is an advantage.

1. When preparing your property it is important to remember first impressions count. Tenants are looking for a home, where they can be happy & comfortable.
2. The central heating should be switched on, depending on time of year, water also turned on. The central heating system should be newly serviced, and thereafter yearly. If gas central heating is installed a Landlord's Gas Safety Certificate is also required at the start of the tenancy and thereafter yearly.
3. Insurance, you will already have building insurance, we suggest you have minimum contents insurance to cover carpets and curtains.
4. On your instruction to let the property we require a key for accompanied viewings, we recommend you retain a set of keys, Beatrice Carter also requires a set if managing, and a full set to be passed to Tenant at start of tenancy.

5. The detailed inventory, once the walk through has been done with the tenant is then mailed to the Landlord for signature, a comments sheet is provided for anything which may have been missed, once returned to the office a copy is mailed to both parties with signatures attached.
6. The Tenant Panic Sheet, attached to this questionnaire, should be placed in a sleeve and hung inside a kitchen cabinet.(we like to hold a copy on file).
7. The lease is a fixed term of a year, rolling on from a month to month basis. The tenant can give 30 days notice from the 11th month and the Landlord can serve 2 months notice from the 10th month (please note the military clause is included).
8. For Managed properties the Tenant's security deposit is held by Beatrice Carter, prior to being transferred to the 'Deposit Protections Services' deposit scheme for their retention for the duration of the tenancy.
For the Letting only properties the Tenant's security deposit can either be held by Beatrice Carter prior to being transferred to the 'Deposit Protection Services' and then transferred into the Landlords details. Or we can pass the money direct to the Landlord, who will then be solely responsible for securing the deposit in one of these schemes. Which ever option is chosen you only have 14 working days to complete the whole process. Failure to comply could result in legal action being taken against the Landlord.
9. Boundaries – please add to your questionnaire any information relating to the ownership of walls/fences and driveways etc.
10. We strongly recommend no pets due to the damage they can cause to internal and external woodwork, kitchen fittings, and carpets. Re-letting a property with a pet is particularly difficult due to tenants allergies and alike also the in going tenant wanting a pet. In the unlikely event a pet is agreed too Beatrice Carter would require a pet security deposit as well as the original security deposit and would then add a pet clause to the contract.
11. We are very particular on the area of properties which we take on, but sadly our American tenant's can still be a target. Properties that have been burgled in the past will require a security alarm fitted.

Termination

Please note that you can only regain possession of the property:

Before the end of the Term – if there has been a breach of the Tenancy Agreement. Depending on the nature of the breach different Notices have to be served upon the Tenant.

Expiry – you must still serve at least two months’ written notice prior to the expiry of the Tenancy Agreement.

Terminating the Tenancy Agreement and obtaining vacant possession of the property requires strict adherence to a rigid set of requirements. If all Notices have been properly and validly served and the Tenant still does not vacate you can only force an eviction by obtaining a Court Order (and then possibly needing the Court Bailiffs to enforce such Court Order). If you force the Tenant out or harass them, then you may be liable to criminal proceedings and/or damages. Any action undertaken by us over and above the simple issuing of Notices on the expiry of the Tenancy Agreement will be chargeable separately.

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