

# CHARLES PECK

## Landlord Information and Guidelines

We offer a full range of letting services to landlords and are very happy to refine our offer to suit your requirements. Our aim is to give you complete peace of mind renting out your property.

### Full Management

This service is very popular with landlords wanting little or no contact with tenants and complete peace of mind that the property is being managed on a day to day basis by us. Once suitable tenants have been found we carry out a full reference check to ensure tenants can afford the rent and are creditworthy and if rented previously have a good track record. We will organise an inventory to be undertaken prior to tenants moving in, collect the rent and pay it into your account minus fees and any associated bills pertaining to the property that have been agreed by yourself. A deposit is also taken equivalent to five weeks rent and held in a client account fully protected and audited by the RICS and registered with The Tenancy Deposit Service.

We carry out an initial inspection at 3 months and at regular intervals after that. We also undertake a comprehensive check-out inventory when the tenants have vacated. Any day to day maintenance issues are dealt with directly by our property managers who will instruct relevant trades' people to carry out repairs once agreement has been sought from the landlord. We also serve all appropriate legal notices on behalf of the landlord and will notify all utility companies of change of occupant.

### Tenant Find Only

This option is for experienced landlords familiar with tenancy law and property management. In addition to marketing the property we will do the usual reference checks and prepare the tenancy agreement. The first months' rent and deposit is collected and any ensuing fees are deducted from the rent, the deposit is held in a clients account fully protected and audited by the RICS and registered with The Tenancy Deposit Scheme. Thereon the landlord will deal with the tenants direct. We still recommend the landlord has a professional inventory undertaken for protection in case of a future dispute.

Bespoke services can be arranged upon request.

### Other important Information

- Insurance and Rent and Legal Expenses Guarantees
- Landlords have the option of taking out rent guarantee and legal expenses insurance, further information is available upon request.
- Landlords are responsible for taking out buildings insurance and contents insurance if the property is part or fully furnished. We recommend that tenants also take out contents insurance and liability insurance to protect landlord's fixtures and fittings they are responsible for under the tenancy agreement.



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# CHARLES PECK

## Regulation

### Gas Safety

It is a requirement to have a Gas Safety Certificate if there is a gas supply at the premises. This will need to be updated annually. We can organise this on your behalf.

### Electrical Safety

Landlords are required by law to ensure that the electrical installation in a rented property is safe and maintained in a safe condition. Houses in multiple occupancy (HMO) must have an inspection every 5 years unless there is a change of tenancy whichever is the earliest. We recommend that all free standing white goods should have a Portable Appliance Test (PAT) undertaken when there is a change of occupancy.

It is a legal requirement to obtain an EICR safety certificate, please refer to The Electrical Equipment (Safety) Regulations 1994.

For furnished properties please see The Furniture and Furnishings Fire (Safety) Regulation 1998.

### Smoke/Carbon Monoxide Alarms

All properties must have at least one smoke alarm on each level of the property. Carbon monoxide alarms must be supplied where open fires and/or wood burners are present. We also recommend all properties to have a carbon monoxide alarm near to a gas boiler as a pre-caution.

### Energy Performance Certificate

It has become a legal requirement that all rented properties have a valid EPC. If your property doesn't have one, we can arrange this for you.

We also advise that you notify your accountant, mortgage provider and freehold landlord if you have one, of your intention to rent out the property. If you are a landlord that resides overseas you will need to complete a NRL1 form (Non Resident Landlord Form). We can provide you with a copy.

From April 2006 all deposits must be held and registered with a Tenancy Deposit Scheme. We are members of The Tenancy Deposit Scheme, PO Box 541, Amersham, Bucks, HP66ZR. Please refer to their website for further information.

### How to Rent Guide

From October 2015 it has become a legal requirement that all tenancies are issued with the up-to-date How to Rent Guide when starting a tenancy. We will ensure that this is given to the tenant when they sign the agreement along with the EPC and Gas Safety Certificate.

All Landlords please note that before a form 6a (Section 21) can be issued, your tenant must have received the most up to date How to Rent Guide, EPC and Gas Safety Certificate.

**Charles Peck Limited is regulated and audited by the Royal Society of Chartered Surveyors RICS.**



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