



Plymouth Homes 4 Let

30 Dale Road

Plymouth

PL4 6PD

01752 317408

www.plymouthhomes4let.co.uk

enquiries@plymouthhomes4let.co.uk

About Plymouth Homes 4 Let

Welcome! Plymouth Homes4let is an exciting social enterprise looking to attract private landlords by offering a full and professional property management service. The 'social letting agency model has been used in neighbouring areas to great success and it is hoped that similar results can be achieved in Plymouth.

The project will be working in partnership with Plymouth City Council and other agencies such as PATH (Plymouth access to housing) to ensure a smooth and effective tenancy. All tenants will be vetted and referenced by supporting agencies with the relevant amount time of tenancy support being given to all tenants.

Landlord

The project will be landlord driven with past experience ensuring that we tailor our services to suit you, the landlord. The project will only succeed with the will and support of local landlords and its imperative that we offer the best value for money.

Please find listed below a guide to the services which are used most frequently by landlords. If there are services which you require which are not listed, please contact us and we will be more than happy to include this within our pricing structure.

Offer

10% No VAT Monthly commission

No Other Charges/fees

Ethical Business

Fast Tenant Referral

Minimal Voids

Market Rents

Professionally qualified staff

Free membership to the South West Landlords Association

Housing Benefit Specialists

Dedicated tenancy support worker

In Partnership





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Services

Acquiring of tenant and referencing
Preparation of tenancy and required legal documentation
Inventory and Schedule of condition
Quarterly inspections to include report
Liaising with mortgager/freeholders and insurance
Dealing with utilities and informing them of move in and outs
Collection of rent and accounting to you on an agreed basis
Management of repairs and refurbishments
Use of professional and insured contractors
Dealing with emergencies
Adminstrating the deposit in the required legal method
Organisation of gas/electrical and energy performance certificates

Being a landlord can be very daunting whether you're a novice or have years of experience and therefore it very important that you are prepared for the ups and downs which inevitably owning buy-to-lets will bring. We have prepared a guide for both novice and landlords alike on what we as agents feel are the more important things in letting your property with Plymouth Homes4let:

Consent:

Mortgager: Most mortgage companies will insist that you get prior approval to any lettings. This may mean that you have to pay an administration fee but would protect your tenant from eviction should you fall behind with your mortgage payments as you would have agreed a period of letting with the mortgager

Freeholder: Most lease-holds will stipulate that you gain prior permission before any sub-letting can take place.

Insurance: To ensure full protection for yourself and the property it's vitally important that you disclose all tenant details to the insurance company.

Overseas Landlords: For those landlords who are exempt

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Legal Requirements:

Gas Safety Certificate: As a landlord, you're responsible for the safety of your tenants. Your duties apply to appliances & flues in occupied residential properties. You must ensure that appliances are working correctly and guard against the dangers of carbon monoxide. We will organise and maintain a valid safety certificate (required every 12 months) as part of full management service. The usual charge is between £50 and £70 for combinations boilers and around £10 per additional gas appliance.

Electrical Certificate: Although electrical inspections are not legally required there is an onus upon the landlord to ensure that the electrical installation is safe. The very minimum would be to conduct a visual inspection by a NICEIC contractor and ensure that any recommendations are completed. It would also prudent to invest in a modern fuse board and trip switch system

Energy Performance Certificates (EPC): With effect from the 1st October 2008, all rented properties being occupied after this date requires a valid EPC. This is laymans terms will provide prospective tenants with information with regards the energy usage within the home and the scope to improve its energy efficiency. The EPC will last for ten years and should cost in the region of £70.

Condition of Property

The property should be decorated in neutral colours throughout with unmarked and clean carpets. We would normally expect the property to be unfurnished with the plumbing for a washing machine, a cooker point for either electric or gas, blinds with curtain tracks and a TV aerial.

The first question that should cross your mind is 'would I live here myself'? If the answer is no, then ask yourself whether you feel it would be fair to expect someone to do just that! A better conditioned property will not only attract a better tenant but from our experience you will tend to find that it will also be looked after in the long-term.



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Garden

It is generally the responsibility of the tenant to ensure that the garden is maintained to level which is suitable for the time of year. It would be prudent to provide the gardening utensils to the tenant that is stored in a small lockable shed/container therefore the tenant will have no excuses as to any why they have not fulfilled their obligations.

Tenancy

The majority of private rented tenancies are known as an Assured Short-Hold Tenancy (AST). In general this provides the landlord with procedures to end a tenancy reasonable swiftly should the need arise. Most tenancies last for a period of six months at which time they can be renewed for period agreeable with both yourself and the tenant.

Inspections

The majority of tenants will be visited on at least quarterly by one of the management team. However with our dedicated tenancy support worker, it would be expected that your property would be initially visited once a week with future visits being probably on monthly basis. The inspection report will include a schedule of condition report and highlight any repair which requires attention.

Rent

The majority of our tenants will receive local housing allowance with payments being made direct to us as agent which is due to our excellent working relationship with the benefits department at the council. The first payment to your account will be a full per calendar month payment with payments thereafter being made on a four weekly basis. We can confirm that you will receive thirteen slightly smaller payments in a full calendar year rather than the normal twelve per calendar month payments but the total amount will be the same e.g.

Continued below.

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£520 per calendar month rent x 12 months = £6240

£480 every four weeks x 13 four weekly payments = £6240

The current rental payments for the month of October 2008 are as follows:

1bed - £400

2bed - £525

3bed – £625

4bed - £845

5bed - £1166

Repairs

As part of our full management service we will manage and conduct repairs with your prior permission. We have access to a fully insured and competent contractor base to ensure that repair are resolved as soon as possible to protect your property from further damage. If you have access to your own contractors or wish to conduct the repairs yourself we will contact you directly with any issues.

Tenants

The vast majority of our tenants will be referred to PH4L from the housing advisory team at the council or PATH. In all instances the tenants will be vetted and will be screened to ensure that they are ready to enter and managed a private rented tenancy. All our tenants will be assigned a tenancy support worker to ensure that the tenancy is well maintained.