



Landlord Services

- ✓ **Bronze** Find Only.
- ✓ **Silver** Find & Rent Collect.
- ✓ **Gold** Fully Managed.
- ✓ **Platinum** Fully Managed. This service is for landlords with more than three properties.
- ✓ **Platinum Plus** Fully Managed. This service is for a large portfolio with more than 10 properties.

Landlord fees.

We offer the following Lettings packages:

1. Bronze. Find Only at 75 % + VAT from first month's rent.
2. Silver. Finder's Fee at 40% + VAT Rent Collection at 5% + VAT pcm.
3. Gold. Finder's Fee at 40% + VAT Full Management at 10% + VAT pcm.
4. Platinum. Finder's Fee at 40% + VAT Full Management at 9% + VAT pcm
5. Platinum Plus. Finder's Fee at 40% + VAT Full Management at 8% + VAT pcm.

Because we are totally independent with in-house Property Management we are able to tailor our service to meet your individual requirements. We keep up to date with changes to the regulations and therefore adapting our processes to accommodate any relevant changes. Please see below a summary of our services or contact our Lettings department on [01303 212025](tel:01303212025) or lettings@motis-estates.com

Additional Services.

- Mid Term Inspection This is at no extra charge – 6 monthly inspections
- Inventory – from £130 + VAT for 1 bed unfurnished – full list available
- Gas Safety Record £75 + VAT for 1 appliance - £10 extra per appliance
- Legionella £85 yearly renewal £25 + VAT
- Energy Performance Certificate (EPC) £75 + VAT
- Electrical Visual Condition Report £75 + VAT
- Electrical Installation Condition Report £150 + VAT
- Renewal of tenancy agreement for managed properties £150 + VAT
- Court Attendance £200 + VAT per hour
- Managed Insurance claims 10% of claim settlement figure
- Rent Guarantee (subject to approved references) = 2% + VAT of monthly rent. Example:
based on £700 rent + £14.00 + VAT pcm
- Legal costs insurance cover £60 p.a

Bronze. Tenant Find Service.

We will carry out a free no obligation rental assessment

- Actively market your property on major web portals including Rightmove, Primelocation and Zoopla and many more
- Accompany viewings
- Keep you regularly updated
- Negotiate details of any prospective tenancy
- Carry out professional obtained referencing including credit checks, employment, previous landlord and government right to rent check
- Draw up legal documentation and instruct independent company inventory
- Collect initial rent money and deposit. Transferring the deposit to you to register with TDS. (Deposit Protection Service)
- Issue a standing order for future rent payments
- Inform Council Tax and Water Authorities of the new tenant details
- Negotiate renewal terms as required after the initial term
- Serve Section 21 notice if appropriate

Silver. Tenant and Rent Collect.

All of the above plus the following:

- Offer the Rent Guarantee via 'Rent on Time' including legal expense cover (subject to reference approval)
- Collect and remit rent payments to you monthly with a payment statement
- Chase any late rental payments and pursue tenants in accordance with the Housing Act
- Serve any relevant notices (incl Section 8 where appropriate)
- Keep you advised accordingly

Gold. Full Management.

All of the above plus the following:

- Oversee all contact from tenants via email or telephone call and log details in our computer system for maintenance and repair issues.
- Obtain authority from you as to how to proceed for jobs over £150
- Instruct your preferred contractors subject to relevant qualifications and insurances or
- Instruct our approved contractors accordingly and process invoices (providing copies to you)
- Carry out 6 monthly property visits via an independent inventory clerk and provide a report containing feedback to both you and the tenant.
- Use the information provided within the visit reports to advise you on future maintenance matters
- Instruct an independent company to carry out end of tenancy property inspection for the Check-out process and mediate on your behalf regarding the deposit return
- Provide out of office emergency contact for tenants

Deposit Protection

For all tenancies we manage we hold a security deposit equivalent to 6 weeks rent as a minimum. As Managing Agents we will hold this on behalf of the Landlord as Stakeholder. In order to comply with the deposit protection regulations tenant deposits will be held in accordance with the rules and regulations as determined by our chosen deposit scheme. Details can be found at www.depositprotection.com. Any landlords wishing to hold their tenant deposit themselves must also comply with these regulations and provide evidence of registration into any of the recognised deposit schemes.

***Please note that prior to letting your property it is your responsibility to obtain permission from your lender to let your property. You are also responsible for informing us of any special requirements from the lender that are related to our duties as Agents and for any 'special' clauses to be inserted into the agreement that may relate to covenants or restrictions pertaining to the property.**

Other relevant people to notify:

It is important to notify your insurance company of your intentions to let your property to prevent your policy becoming invalid. If your current insurer is not happy to extend or alter your cover for you as a landlord then we are able to direct you to a suitable provider.

If your property is Leasehold it may be necessary for you to obtain permission from the Freeholder to sub-let.

It is advisable to seek advice on any potential tax liability you may have as rental income is taxable although you will normally be able to deduct fees, insurance premiums, repairs and service charges from the rent to ascertain the taxable profit. You may also be able to deduct your mortgage interest if the property is let, but you should seek advice on this matter.

Non Resident Landlords i.e. those living and/or working abroad should contact the Inland Revenue to obtain Non-Resident Landlord Exemption. If we are not in receipt of the Exemption Approval we must withhold the base rate of tax based on the rent received to meet any tax liabilities until approval is produced from the Inland Revenue.

Service or Maintenance Contracts:

It is important to provide us with details of all service contracts and guarantees pertaining to property i.e. boiler maintenance contract, electrical appliance manuals etc. to avoid any unnecessary expenditure during the tenancy.

Important Safety Regulations to note:

In accordance with the Gas Safety Regulations 1994, all gas appliances are subject to an annual check and certification by a Gas Safe registered engineer. We are able to arrange this on your behalf with an approved contractor. Should you decide to make these arrangements yourself, we will require a copy of the Landlord Safety Certificate prior to any tenant moving in.

In accordance with Fire and Furnishing (Fire & Safety) Regulations 1988, all furnishings must comply and any non-compliant items be removed. In general the regulations state that upholstered articles must have fire resistant filling and they must display the necessary labels showing they are compliant.

Note: The Government has put forward a draft Smoke and Carbon Monoxide Alarm Regulations (2015) making landlords in the private rented sector in England responsible for ensuring that smoke and carbon monoxide detectors are appropriately installed and are in proper working order at the start of a new tenancy. Landlords will have to ensure that a smoke alarm is fitted on every floor of their property where there is a room used wholly or partly as living accommodation. They will also have to place a carbon monoxide alarm in any room where a solid fuel is burnt, such as wood, coal or biomass and includes open fires. This will affect all new tenancies entered into on or after 1st October 2015.

Unlike Gas Safety Regulations there is no specific requirement for testing under the Electrical Equipment (Safety) Regulations 1994 but regular testing is recommended by a qualified electrician and it is the landlord's duty to ensure that all the electrical installations are safe. As a brief guide BS1363 requires that live and neutral pins on plugs are insulated to prevent shocks. Any frayed wiring, missing insulation, badly fitted plugs etc. should be rectified and all plugs should be correctly fused.