



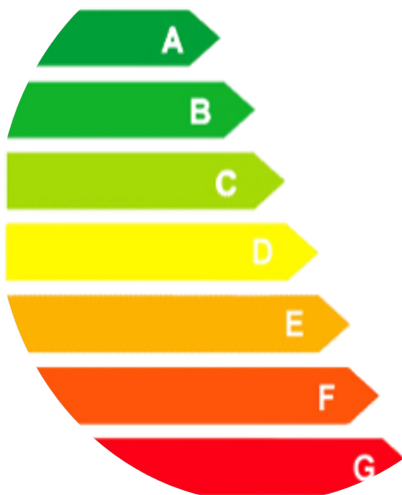
Legal Requirements

The HSE have made important changes that could effect you as a provider of residential accommodation. There are certain actions that are required to ensure that the premises you are responsible for are properly controlled. The HSE have provided a guidance booklet that is available for you in order to understand this regulation further.

The key regulations you must adhere to as a Landlord are:

- Gas Safety (Installation and Use) Regulations 1998
- Furniture and Furnishings (Fire Safety) Regulations 1998 (Amended 1989 and 1993)
- The Electrical Equipment (Safety Regulations) 1994
- The Plugs and Sockets (Safety) Regulations 1994
- Smoke and Carbon Monoxide Alarm (England) Regulations 2022
- HSE revised Approved Code of Practice (ACOP) and guidance Legionnaires' disease: The control of legionella bacteria in water systems.

Energy Performance Regulations



It is a requirement that all rented property in England and Wales has an EPC before marketing can commence.

In April 2018 it became a requirement that all properties meet a minimum Energy Performance certificate (EPC) rating of an E before granting a tenancy to either a new or existing tenant.

For full details on the requirements please visit :

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/794253/domestic-prs-minimum-standard-guidance.pdf

If you have any queries regards the EPC rating that your property currently holds please contact us to discuss this in further detail.

Safety first

Gas Safety

Most landlords will be aware of the fact, they are required by law to renew the gas safety certificate for their rental properties once every 12 months.

Many wont necessarily check whether that the gas certificate is dated the same date as the inspection was carried out. A gas certificate that has a different date to when the inspection occurred, can potentially cause issues and result in a major fine.



Electrical Safety

New electrical safety regulations for rental properties in England came into force in June 2020 and have applied to all tenancies since April 2021. Landlords in England must comply with the following EICR requirements:

- Have an EICR carried out at least every five years
- Obtain a report from the assessor carrying out the inspection, outlining results and when the next inspection is due.
- Supply a copy of a valid EICR to all tenants at the beginning of the tenancy.
- An EICR must include the results of the inspection and test (satisfactory or unsatisfactory)



Smoke and Carbon Monoxide Detector

At least one smoke alarm should be installed on every storey that is used as living accommodation.

A Carbon Monoxide detector should be installed in every room which is used as living accommodation containing a fixed combustion appliance (excluding gas cookers).

Fire and Furnishings

Any soft or padded furnishings must conform to the appropriate fire and safety guidelines and must either have the labels still intact or attached to the item.

Legionnaires' disease

There are two ways to approach Legionnaires' from a landlord's perspective: duty of care and legal compliance.

The HSE states that landlords have 'a duty to assess the risk from exposure to Legionella to ensure the safety of their tenants'. Whilst there isn't a legal requirement written solely for Legionella, the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) does relate to hazardous substances and biological agents that include Legionella.

Referencing

Tenant Referencing has always been an important part of the letting process, it is now even more important with the Immigration Act 2014 being a mandatory requirement that all Landlords confirm that any adult occupant has a right to rent in the UK.

Our extensive referencing not only ensures that the Immigration check is carried out and properly documented but it also provides :

- Credit check
- Income verification
- Electoral roll verification
- Current Landlord referencing
- Sanction checks every 12 months

For more information on the Right to Rent regulations you can visit :

[3286 Home Office Right to Rent User Guide Easy Read v3](#)



Insure your investment

If you have one property or a portfolio of properties it is important to ensure you have the correct level of cover.

Specialist Landlord Insurance is important as it can cover you for :

- Accidental and Malicious damage caused by the tenants.
- Property owner liability – in the event a tenant or visitor of the tenant is injured.



We work alongside specialist providers who are able to provide competitive quotes.

Please call for more information.

Documentation and deposit



Legal Documentation

With the ongoing changes in legislation and the Introduction of the Renters Rights Act there are many documents that are required to safeguard you and your property.

We are monitoring the regulations being implemented and awaiting the official start date of the Act

Under the Act there will no longer be Fixed Term tenancies or agreements issued.

Deposit

If your tenant has opted for an alternative deposit option at commencement of tenancy, there is no deposit payable. The tenant will only pay if there is a problem that they are responsible for, up to a maximum of 10 weeks rent.



If you or your tenant has opted for a deposit paid at commencement of tenancy it will be registered with the DPS scheme and is retained by the DPS for the duration of the tenancy. With the introduction of the tenant fee ban in 2019 the amount of deposit that can be taken has been limited to the equivalent of 5 weeks rent.



At the end of the tenancy if the property is returned in a good condition and in line with fair wear and tear the deposit is returned. If there is a dispute the DPS offer a free arbitration service.

For full details on the scheme please visit :
www.depositprotection.com

Inventory and Final Inspection

Inventory & Schedule of Conditions

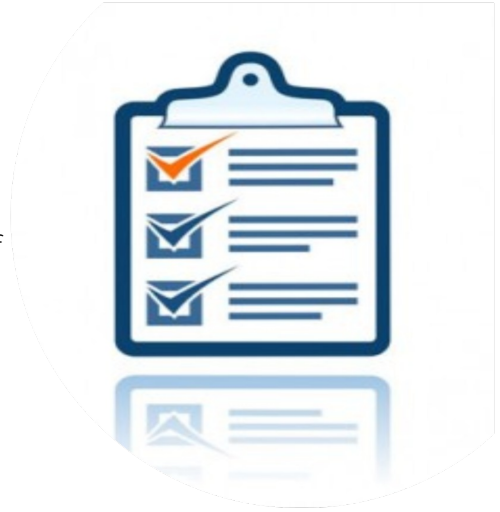
This document is probably just as, if not more important than, the tenancy statement. This document provides a detailed description along with photographic evidence of the condition of your property at commencement of tenancy.

Without this detailed document you are unable to make a claim against any deposit scheme.

We use an Independent company to produce this document on your behalf to ensure that the report is impartial and provide further assistance should there be a dispute.

The Inventory and Schedule of conditions is produced as close to the start of tenancy as possible (usually the day before), once this document has been produced no one should re-enter before the tenancy has started.

The tenant will be emailed a link to view the report online and has 7 days to confirm their acceptance and agreement or advise of any items they dispute. If after 7 days the document has not been amended it will be deemed the tenant is in agreement.



Room Details

The small thumbnail images in this section can be used as a reference point. Larger copies of these images can be found in the 'Room Image Library' section towards the end of this report.

1 Driveway

Item	Date	Description	Condition	Cleanliness	Photos
Previous State	09 December 2021	Concrete area. Weeds present	Fair	Good	2 photos
		Free of oil/grease stains.	Good	Good	2 photos
Current State	09 September 2022	Concrete area. Weeds present	Fair	Good	2 photos
		Free of oil/grease stains.	Good	Good	2 photos

Information provided by inspector:
Fairly clean and better looking present.

Information provided by tenant:
The area was clean when we vacated the property on the 28/9/22 (the date was informed the agent we would be leaving). We cannot be held responsible for nature debris and apples owned by the landlord falling off the trees after we have moved out of the property.

Disagreed by tenant - 30th September 2022 - No further comment provided by the Inspector

Driveway Photos

Overview (Parking Space)

Previous State	Current State
09 December 2021	09 September 2022
Provided by: Inspector	Provided by: Inspector
Captured (Verified by inspection): 08/12/2021	Captured (via App): 08/09/2022 9:57 AM
Address: 08/12/2021	Address: 08/09/2022
Reference: 1.1.1	Reference: 1.1.1
Provided by: Inspector	Provided by: Tenant

Final Inspection

At the end of the tenancy a final inspection will be carried out, much like the Inventory and Schedule of Conditions. This report is very much like the answers to a spot the difference puzzle.

A detailed report of any items that require attention are provided, along with if these are a Landlords responsibility or should be covered from the tenants deposit.

Inspections

Routine Inspections

If you have employed us to manage your property we will carry out routine inspections whilst the tenant is in occupation. Once this inspection has been carried out we will send a written report to both you and the tenant highlighting any items that require attention. At each inspection we will evaluate when we need to reattend.

COVID-19 made it very difficult to conduct physical inspections at properties and meant we had to adopt new processes. Some of the processes we adopted proved very useful and we have continued to adopt these post lockdown.

There are now two types of inspection that we carry out :

- 1) Physical Inspection we attend the property either with the tenant present or with key access.
- 2) Virtual Inspection.

Physical Inspection

The tenant will receive written notice that we would like to attend the property to inspect, we always try to make a mutually convenient time or request permission to access with keys. At this initial inspection we will pay close attention to how the tenancy is being conducted. If we are concerned or worried a further inspection will be booked for the following month.


Virtual Inspection

After the initial inspection, if there are no issues we will offer the tenant the option to have a virtual inspection. A virtual inspection requires the tenant to send us a photo from the corner of each room and any additional photographs of any defects they have noticed

Inspection schedule example

- 6 Weeks - An initial inspection where we will attend, will be scheduled around 6 weeks after the tenant has moved in to the property.
- 3 Months - This will be a physical inspection where we will attend.
- 6 Months - Virtual Inspection.
- 9 Months - Physical inspection.

Inspections will then alternate between physical and virtual. All of our inspections are tenancy specific opposed to a fixed time frame. The number of inspections conducted is not limited.

 Wright Letting & Management - Inspection report.	
Property Address : xxxxxxxxxxxxxx Date of Inspection : 24/08/2019	
Gas certificate next due : 19/09/2019 Electrical Inspection next due : 13/06/2021	
Epc next due : 30/08/2026 Next Inspection : January 2020	
Tenancy Status : Fixed term until 23/03/2020	
Front Exterior of Property	All good no issues to report
Rear Exterior of Property	There are three or four trees that are on the side boundary. Can we establish ownership as they require lopping.
Comments by Tenant	Tenant may be interested in having early release at some point. There are no issues with the property.
Work Required by Landlord	Kitchen tap is continually dripping. The toilet to the main bathroom is leaking. Plumber instructed to attend both. The side gate has dropped and does not close properly.
Work for consideration by Landlord	There is slight water staining to the ceiling in the kitchen and to the window reveal.
Work required by tenant prior to next inspection.	The main bathroom grouting needs cleaning. The shower to the en-suite is slow to drain and is backing up. Tenant should try caustic soda and monitor.
Agents comments	The property is well cared for and there are no issues.
Photographs.	

Tenant Management

Wright Letting & Management use the most current cloud based software to allow us to keep in control of all events and critical dates.

On a managed property, tenants are provided with an out of hours number to reach us in the event of an emergency. Tenants can contact us via telephone, website, email , WhatsApp or Facebook.

Once a tenancy has been loaded on to the system we would set all management dates to include:

- EPC
- Gas Inspection
- Electrical Inspection
- Smoke Alarms
- Carbon Monoxide Alarms
- Property Inspections
- Virtual Inspections
- Rent reviews
- Right to Rent checks
- Tenant sanction checks

EVENT DATES	DUE / OVERDUE
Insurance Renewal Date	0
Dispute Date	0
Property Inspection	42 / 3
Refund Agreed Date	0
Refund Target Date	0
Rent Review	5 / 17
Target Vacate Date	4 / 2
Term End Date	12 / 5
Term Notice To Quit Date	14 / 28
Term Renewal Date	30 / 5
Virtual Inspection	8 / 9
Public Liability Insurance	0 / 11
Chimney Sweep	0
CO ALARM	0
EPC Test/Cert	1 / 1
Fixed Wire Electrical Installation Check/Cert	2
Gas Safe Check/Cert	26 / 25
oil boiler service	0 / 8
PAT Electrical Check/Cert	0 / 3
Smoke alarms	0 / 55

Unless you advise us otherwise we will ensure that all certificates are renewed inline with current legislation.

Repairs

In the event that something is noticed when visiting a property, or if a tenant reports a repair we will ensure we get specific details as to what the problem is. We will always ensure that we fully understand the issue and that the repair is something that falls under a Landlords responsibility before any further action is taken.



Some repairs reported are very simple for the tenant to rectify themselves and if this is possible we will send tenants tutorials to address the problem themselves. If it is not possible for the tenant to resolve the problem one of our contractors will be instructed to attend.

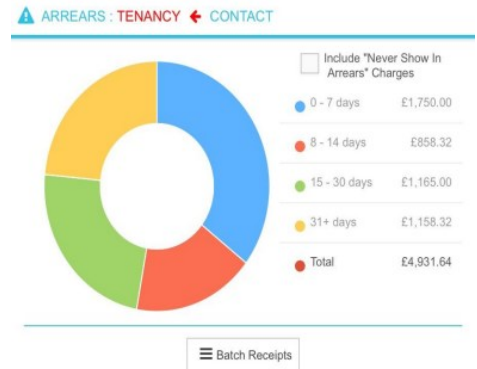
We will always endeavour to call before a contractor is instructed to complete works but this is not always possible in an emergency or outside of office hours.

We have a strong base of contractors at our disposal, but if you have a preferred contractor that you wish to use please do let us have their contact details.

Finance

Our management software keeps records of all rents due and facilitates payments to both landlords and contractors. We will send email invoices, receipts and reminders.

Banking is completed daily and payments are accompanied with a Statement of Account and any copy invoices within 14 days of receipt of funds, or on a specific date each month (if preferred). Non-payment is handled swiftly due to the rent accounts being processed on a daily basis. Any non-payment is followed up via email, text message or telephone call. If this is unsuccessful a visit to the property will be made by one of our agents.



Tax

All landlords are required to declare their Income to HMRC and tax is payable. The relief that Landlords can claim changed in April 2017 and is being phased in until 2020.

If you have previously managed your own property, or used another agent, you will unfortunately need to re-apply for a certificate. Our agency code for the application is **NA061946**



As a UK Landlord you should understand the implications of this and more information can be obtained at :

<https://www.gov.uk/guidance/income-tax-when-you-rent-out-a-property-working-out-your-rental-income>

As a non UK resident Landlord you can apply to receive rent without the deduction of tax by completing an NRL1 form. This can be completed online at :

<https://www.gov.uk/government/publications/non-resident-landlord-application-to-have-uk-rental-income-without-deduction-of-uk-tax-individuals-nrl1>

We would always recommend that you get specialist tax advice and can put you in touch with an accountant if you require further advice

Rent guarantee & legal expenses

Having rent protection insurance in place will give you peace of mind, especially in the current climate. Along with protecting your rental income, it can also support legal fees. This comes inclusive in our management packages.