



LOVE YOUR HOME

# LANDLORD'S GUIDE

Helpful information for landlords



0208 175 8868



[property@loveyourhomeonline.com](mailto:property@loveyourhomeonline.com)



[www.loveyourhomeonline.com](http://www.loveyourhomeonline.com)



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## TENANT FIND WITH RENT COLLECTION

### SELF MANAGED BY THE LANDLORD

- ✓ We'll advertise your property on our website and major portals
- ✓ We'll find you the perfect tenant(s)
- ✓ We'll carry out necessary reference and right to rent checks
- ✓ Advise landlords on health and safety issues, furnishings, current legislation and compliance
- ✓ Register the tenant's security deposit with an approved Deposit Scheme
- ✓ Transfer of utilities
- ✓ Collection of rent

## FULLY PROFESSIONALLY MANAGED

PROPERTY MANAGEMENT GIVES YOU THE PEACE OF MIND THAT BOTH YOUR PROPERTY AND TENANT(S) ARE BEING CARED FOR 24/7.

- ✓ In addition to the Tenant Find service, Full Management includes:
  - Organise all necessary planned and emergency maintenance
  - Routine property inspections
  - Arrange a check in and inventory, and check out at the end of the tenancy



Included with our Professional Property Management



## CHECK INS, INVENTORIES & THE PEACE OF MIND THEY PROVIDE

- ✓ A well-prepared inventory and check-in report protects landlords and tenants alike, providing an accurate description of the condition and contents of a property at the start of a tenancy.
- ✓ The condition of the property and its contents at the end of the tenancy is then compared back to this report in the form of a check-out report. The inventory clerk will also provide an opinion on whether any damage that has arisen during the tenancy is attributable to the tenants, to 'fair wear and tear' or to the landlord as required maintenance.
- ✓ It is in a landlord's interest to ensure that inventories are prepared for properties that they own. In the worst case scenario, should you end up in court, the judge will tend to look more favourably on an impartial, unbiased inventory prepared by a third party unconnected to either the landlord or the tenant. Inventories prepared by landlords could be viewed as biased and one-sided.
- ✓ Normally an inventory of the property condition, furniture and fittings and effects will be prepared by the landlord, or an independent inventory clerk instructed by the landlord prior to the tenancy commencing. The tenancy is checked and agreed between the tenant and the landlord at the tenancy commencement.

## MID TERM PROPERTY INSPECTIONS

- ✓ If we are instructed as managing agents for your property, we will carry out mid tenancy inspections to assess the condition of the property and that everything is being kept in a satisfactory condition.



## ACCESS YOUR ONLINE PORTAL, 24/7

- ✓ Instruct Love Your Home Ltd and be kept in the loop with viewings, offers, inspections, property statements and invoices, 24/7 through your very own online portal. Your 24 hour a day digital assistant.

## ADVERTISING YOUR PROPERTY

- ✓ Our local team of specialists will create your advert, arrange professional photographs/floorplans and EPCs (if necessary). When you're happy, we'll list your property on our website and major UK portals and send it to our database of applicants.





## VIEWINGS AND OFFERS

- ✓ Sit back and let us take care of viewings where we'll find you suitable tenants. Get instant feedback, and receive offers as soon as they're made. Access them all via your secure online account.

## TENANT REFERENCING

- ✓ Once you've selected your tenants, we'll carry out the necessary referencing. We'll use a professional referencing company to check their credit history and ensure they can afford the rent. As well as checking previous landlord references and employment references.

## THE TENANCY AGREEMENT



- ✓ After a tenant has been successfully referenced, we'll prepare your tenancy agreement and get it signed by all the tenants, using our, easy to use, online signing system (saving all unnecessary printing and wasting of paper). We use an approved copy prepared by ALRA PropertyMark which is regularly updated with legislative changes.

## SECURITY DEPOSIT

- ✓ We'll collect either a 5 weeks or 6 weeks (in line with the new deposit rules) for the tenancy. We will hold and register this with Tenancy Deposit Scheme (TDS).

## COLLECTING RENT

- ✓ We'll collect the first month's rent and all subsequent rent payments and remit these to your chosen bank. A standing order will be set up so that your rent gets paid on time, when it's due.



## MOVING IN DAY

- ✓ Keys will be released to the inventory clerk or the tenant on moving-in day. For managed properties, we will provide the tenant with contact details of their dedicated Property Manager.

## LANDLORD FEES

### TENANT FIND, RENT COLLECTION AND RENEWAL SERVICE

10.8% inc VAT (9% +VAT)

- ✓ Market the property online and through our networks.
- ✓ Carry out accompanied viewings.
- ✓ Arrange the tenancy paperwork and collect move in monies.
- ✓ Collect rent payments and remit them to you with statements of account.
- ✓ Handle the renewal process and arrange renewal documents with all parties.
- ✓ Notify utility providers of the any new tenancy.

### FULLY MANAGED, RENT COLLECTION AND RENEWAL SERVICE

15.6% inc VAT (13% +VAT)

- ✓ Market the property online and through our networks.
- ✓ Carry out accompanied viewings.
- ✓ Arrange the tenancy paperwork and collect move in monies.
- ✓ Collect rent payments and remit them to you with statements of account.
- ✓ Handle the renewal process and arrange renewal documents with all parties.
- ✓ Handle all repair issues reported by the tenant during the tenancy including out of hours emergencies.
- ✓ Keep up to date with compliance checks and certification.
- ✓ Submit payments for invoices received in the landlords name C/O Love Your Home Ltd including service charge and ground rent payments (if applicable).
- ✓ Notify utility providers of the new tenancy.
- ✓ Carry out visual inspections free of charge.



## **FULLY MANAGED SHORT LET SERVICE (tenancies less than 6 months)**

**24% inc VAT (20% +VAT)**

- ✓ Market the property online and through our networks.
- ✓ Carry out accompanied viewings.
- ✓ Arrange the tenancy paperwork and collect move in monies.
- ✓ Collect rent payments and remit them to you with statements of account.
- ✓ Handle the renewal process and arrange renewal documents with all parties.
- ✓ Handle all repair issues reported by the tenant during the tenancy including out of hours emergencies.
- ✓ Keep up to date with compliance checks and certification.
- ✓ Submit payments for invoices received in the landlords name C/O Love Your Home Ltd including service charge and ground rent payments (if applicable).
- ✓ Notify utility providers of the new tenancy.

## **FULLY MANAGED ONLY SERVICE (where we take on an existing tenancy for you)**

**4.8% inc VAT (4% +VAT)**

- ✓ Collect rent payments and remit them to you with statements of account.
- ✓ Handle the renewal process and arrange renewal documents with all parties.
- ✓ Handle all repair issues reported by the tenant during the tenancy including out of hours emergencies.
- ✓ Keep up to date with compliance checks and certification.
- ✓ Submit payments for invoices received in the landlords name C/O Love Your Home Ltd including service charge and ground rent payments(if applicable).

## VOID MANAGEMENT SERVICE

£180 inc VAT per calendar month (£150 +VAT)

- ✓ We will attend the property once a month in order to check it is secure and there are no visible signs of damage.
- ✓ We will collect and forward any post to you.
- ✓ If we receive any utility bills we can arrange the payments on your behalf (subject to you supplying us with the necessary funds).
- ✓ Turn on the taps to clear the pipes of sitting water.
- ✓ Place the heating on low level to minimise the risk of a burst pipe in cold weather.

## TENANCY ADMIN FEE FOR ALL TENANCIES

£240 inc VAT (£200 +VAT)

- ✓ This covers the use of our tenancy agreement, deposit registration, tenant referencing, land registry checking and right to rent checks on tenants.
- ✓ This is charged for all service levels.

## FEE FOR THE PREPARATION AND APPLICATION FOR LOCAL AUTHORITY LICENCES

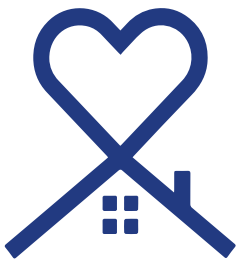
(HMO, selective or additional) £600 inc VAT (£500 +VAT)

- ✓ To complete the application for the above local authority licences on your behalf.

## THIRD PARTY FEES (if applicable)

- ✓ Professional cleaning. Dependant on property size (£250 - £1000)
- ✓ Inventory and check in report. Dependant on property size (£150 - £400)
- ✓ Check out report. Dependant on property size (£120 - £300)
- ✓ Gas safety certificate £75 - £105
- ✓ Energy performance certificate £65 - £95
- ✓ EICR electrical report £130 - £300
- ✓ Portable appliance test certificate.  
Charged on how many appliances are tested £90 - £250





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## Contact us:

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