





PROPERTY LETTING



HOW TO GUIDE

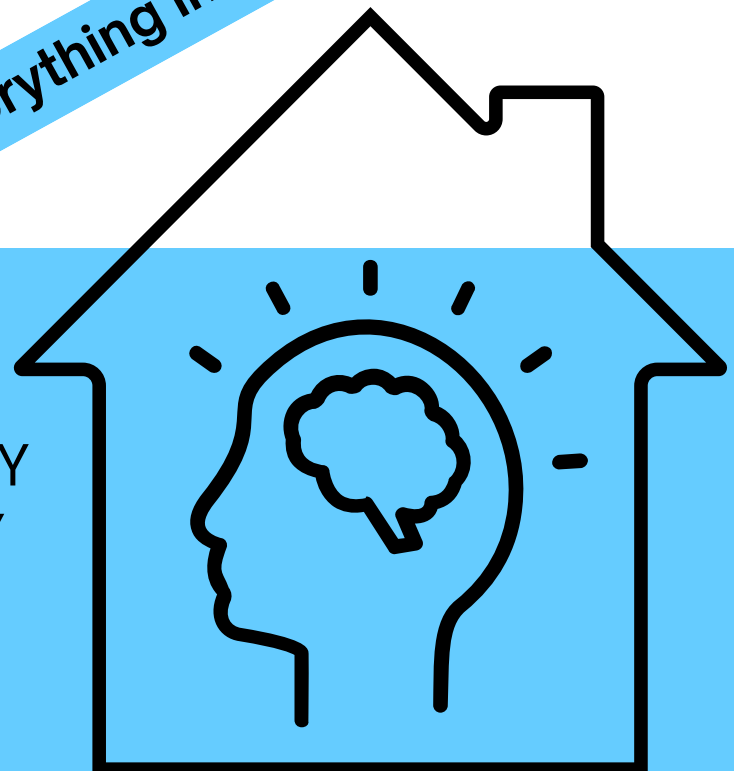
-  **1** Preparing your property for renting
-  **2** Advertising
-  **3** Moving your tenant in
-  **4** Going forwards

+ Everything in between!

YOUR SNAPSHOT AT
LETTING YOUR PROPERTY
EFFECTIVELY & LEGALLY



01274 442195
info@rosemoorproperties.co.uk



So you're renting out a **property**? Brilliant! Here's what you **need** to consider

Preparing Your Property to Rent

Before you start letting out your property, it's essential to ensure it's in a suitable condition for tenants. Here are the steps you'll need to take:

The Legal Side



Permission from Your Lender

- If you have a mortgage, you'll need to inform your lender and obtain their consent to let the property. Some residential mortgages prohibit letting, so you might need to switch to a buy-to-let mortgage.



Understanding Your Letting Type

Decide whether your property will be:

- A buy-to-let investment, renting out the entire property.
- A House in Multiple Occupation (HMO), which typically involves renting to three or more unrelated tenants. HMOs often require special licensing.
- A home with a lodger, if you plan to live in the property and rent out a room. (See our Lodgers Guide for more details.)



Compliance with Regulations

- Obtain an Energy Performance Certificate (EPC) with a rating of at least E.
- Arrange for a Gas Safety Certificate (renewed annually).
- Ensure any electrical installations meet safety standards (EICR report).
- Install smoke alarms on every floor and carbon monoxide detectors where required.
- Check your insurance policy covers letting.

The Practical Side



Essential Maintenance

- Address any outstanding repairs or safety issues. Ensure the property is secure, with functional locks on all doors and windows.



Upgrades, Kitchens, and Bathrooms

- Consider minor upgrades to enhance appeal, such as repainting walls or replacing outdated fixtures. Well-maintained kitchens and bathrooms are key selling points for tenants.



Cleaning

- Deep clean the entire property or hire a professional cleaning service to ensure it's spotless and welcoming.



So... what's next? Finding a Tenant!



Advertising

Getting the word out about your property is critical to attracting quality tenants. Here's how to do it effectively:



Listing Your Property

- Use platforms like OpenRent, which is cost-effective and allows you to reach a broad audience. Include high-quality photos and an accurate description of the property, its features, and nearby amenities



Dealing with Applications

1. **Holding Viewings**
 - Schedule and manage viewings efficiently, consider block viewings. Be prepared to answer questions about the property and the tenancy terms.
2. **Sending Application Forms**
 - Provide prospective tenants with application forms to collect key details such as employment status, rental history, and references.
3. **Proceeding with a Chosen Applicant**
 - Review applications and select the most suitable tenant. Be mindful of discrimination laws and focus on objective criteria.
4. **Referencing**
 - Conduct thorough checks on employment, income, credit history, and previous tenancies. Consider using a referencing service for added security.

Moving a Tenant in Legally

Ensuring everything is done by the book helps protect both you and your tenant:



Documents to Prepare

- Tenancy Agreement: Use an Assured Shorthold Tenancy (AST) agreement tailored to your property.
- How to Rent Guide: Provide the latest version to your tenant.



Documents to Send

- EPC, Gas Safety Certificate, and EICR report.
- Proof of deposit protection (see below).
- Right to Rent checks: Verify that the tenant has the legal right to rent in the UK. This involves checking their identification and visa status if applicable.



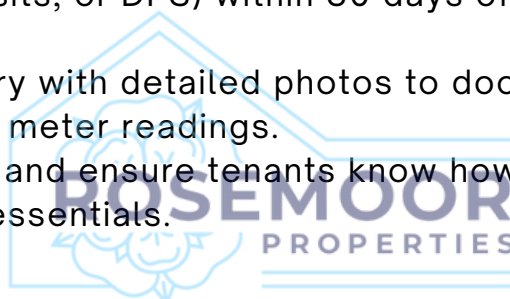
Handling the Deposit

- Place the tenant's deposit in a government-backed deposit protection scheme (e.g., TDS, MyDeposits, or DPS) within 30 days of receipt.

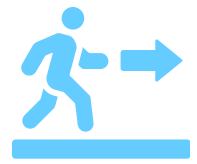


Move-In Day

- Conduct an inventory with detailed photos to document the property's condition, including meter readings.
- Hand over the keys and ensure tenants know how to operate appliances, heating, and other essentials.



And that's it? **Not quite...**



Moving Forwards

There are still some things to consider and the ongoing responsibility of you as a landlord for your new tenant:

Bills and Council Tax

- Clarify which bills the tenant is responsible for, such as utilities and council tax. Inform relevant providers about the new tenant.

Ongoing Management

- Arrange for regular property inspections and address maintenance issues promptly.
- Keep communication open with tenants to build a positive relationship.

Appointing a Managing Agent

If managing the property yourself feels overwhelming, consider appointing a professional managing agent, such as **Rosemoor Properties**.

Rosemoor Properties specialises in taking the stress out of property letting. Our team of experts can handle everything from finding and vetting tenants to ensuring compliance with complex legal requirements.

We offer a full management service, which includes rent collection, routine maintenance coordination, and emergency repairs.

With **Rosemoor Properties** managing your property, you'll have peace of mind knowing your investment is in safe hands, allowing you to focus on other priorities while they maximise the potential of your rental income.

By following these steps, you'll set yourself up for a successful and hassle-free letting experience.

We offer Full Management with

No upfront cost.

No Hidden Fees



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