

Guide to renting your home

Where great plans come together...



Range Homes
Sales & Lettings

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01



Why choose Range Homes to rent your property

Range Homes, we're different from the rest...

Range Homes opened up in hard economical times and one of the reasons we have succeeded is due to the level of service provided to our Landlords from day one and we still strive to achieve this high standard every single day.

We are a growing family run company with a combined selling, building and letting experience of 30 years and we aim to achieve the highest rents for our Landlords.

No property has been too far, too small or too big for us.

Having built up a large management portfolio which is growing daily we benefit from an in house maintenance team and property managers who carry out regular inspections creating relationships with our tenants as well as our Landlords.

02



Have your property valued

We will fully appraise your property so you know exactly how much rent it will achieve.

Our experienced lettings team have extensive local knowledge and carry out hundreds of valuations giving us a thorough knowledge of rental values in your area resulting in us achieving fantastic rents for our Landlords.

Call us on **020 8882 6655** and find out what rent you can achieve

03



Rules & regulations

Landlords are required by law to service all gas-related equipment at least once every 12 months and provide tenants with an annual gas safety certificate, a copy of this should be issued to the tenants. If you do not provide your tenant with an annual gas safety certificate, you are breaking the law.

In addition, all Landlords will have to provide working Smoke & CO alarms in the properties they rent out from the 1st October 2015, this law is effective to properties within England only. Private landlords will be required by law to install working Carbon Monoxide alarms in every room with a solid fuel burning appliance.

There can serious implications of a gas explosion or carbon monoxide poisoning if these checks aren't carried out. In addition, a carbon monoxide monitor should also be placed on view in the property.

Energy Performance Certificates (EPCs) are needed whenever a property is:

- Built
- Sold
- Rented

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Rules & regulations (Continued)

You must order an EPC for potential buyers and tenants before you market your property to rent.

An EPC contains:

- Information about a property's energy use and typical energy costs
- Recommendations about how to reduce energy use and save money

An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years.

If you've had an EPC carried out in the last 10 years you can find it online at www.epcregister.com. It is important to ensure that all electrical appliances and fittings within the property are safe and in good working order. Unlike gas regulations, there is no law that says you must have a landlord electrical safety certificate. But should any electrical fittings or appliances within your rental property cause harm to a tenant you could be held liable. Therefore we recommend a periodic certificate every 3-5 years.

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Tenancy agreement

The tenancy agreement is a contract between the tenant and your landlord. It gives certain rights to both the tenant and the Landlord, for example, your right to occupy the accommodation and the landlord's right to receive rent for letting the accommodation.

The most common form of tenancy agreement is the Assured Shorthold Tenancy Agreement (AST) which forms part of the Housing Act 1988.

This agreement sets out the obligations of both the Tenant and Landlord. The most important aspect of this agreement is that the Landlord has the right to repossess the property at the end of the agreed term. There is no minimum term specified, either, although the tenant has the right to remain in the property for at least six months.

There are specific requirements linked to an AST that include:

- The tenant must be an individual (i.e. not a company)
- The property must be the main home of the occupant
- The property must be let as separate accommodation.

The Landlord is normally obliged to provide the tenant with two months' notice if they want to terminate the agreement.

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Getting ready to rent your property

Inventory

This is one of the most important documents to both the Landlord and the tenant. It describes any contents of the property and their condition. It also details the over all condition of the property itself, and most importantly states any damages or defects.

You use this Inventory to compare with the check out report which is conducted the day the tenants move out. At the beginning of the tenancy the inventory will need to be initialled on each page and signed and dated by the tenants and the landlord to avoid any future disputes when it comes to the deposit being returned.

Interim Checks

We recommend that the property is visited every three months this is a fundamental part of our management service.

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The Deposit Protection Service

Deposit Protection Service

Make sure you instruct an agent who securely registers their deposits.

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07



Achieving the best rent and results

How you offer a property to a tenant is how you should receive the property back therefore first impressions really do count.

Front of your house:

Make sure the garden is clean, cut and tidy. Your property always looks better if the front door and outside walls are painted. All outside guttering to be cleared to avoid any internal damages. The front door should have working locks and should only be able to be locked from the outside.

All property always looks better if there is a fresh coat of paint on the walls.

All carpets should be clean and not have any large stains.

The bathroom should have a curtain rail to avoid any water leaking downstairs, and should always be siliconed well around the bath/shower. The kitchen should be very well cleaned especially extractor fans and ovens for health and safety reasons.

All furniture should be usable and not be broken, ripped, torn or dirty.

All windows should have keys, open and close properly and no handles missing.

The property should be thoroughly cleaned, it may be best to get a cleaning company to do this as this can be hard work. We offer a cleaning service to help get your property ready.

The back garden also should look clean and tidy with no waste left there, a lawn mower should also be provided so the tenants can maintain the garden throughout the tenancy as this is their responsibility.

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Who needs to be informed?

It is vital to present your property well to attract buyers and achieve a successful sale. Range Homes can offer assistance with addressing any DIY jobs at may need to be carried out.

Your mortgage lender

Your mortgage should be on a 'buy to let' basis, if you are changing from a residential to a buy to let mortgage you will need to speak to your lender to get this changed.

Your insurance company

If there are tenants living in the property and there is an incident where you will need to claim, if your insurance company have not been notified this will affect you toward being successful in any claims for damage, fire or theft.

Your freeholder (if you have one)

Important if you wish to let a leasehold flat, for example.

Your Accountant

all the relevant governing bodies should know if you are a landlord and how much rent you receive, this can be done via yourself however it is good practice and easier if you have an accountant dealing with this.

09



Full management, your property is in safe hands. Giving you complete peace of mind

Once you accept an offer we will do the following:

Range homes have built up a vast portfolio of management properties, we are with you every step of the way and beyond. This service offers you complete peace of mind and is suitable with landlords who have one property or even larger portfolios.

Below is a list of just some of what we do;

Assessing all potential tenants and making sure we pick the right tenant for your property as we normally have many to choose from. We pre-reference tenants on registration, after they have viewed a property and expressed an interest we go into the complete referencing procedure obtaining previous landlords references, taking details of employment relevant documents and fully credit checking where necessary.

We will draw up all legally required documents, such as the Tenancy Agreement and Tenancy Inventory. A huge part of our service is quarterly inspections you will receive a report from our property manager, you will have your own property manager that will be dealing with inspections and maintenance who you can personally liaise with.

We collect your rent, and issue out monthly and yearly statements.

We have a great in-house maintenance team which is a big advantage as we don't pay any call out charges, with vast experience in the building sector we know where to save you money, and always are looking out for your pocket.

We will provide you with professional advice and guidance at any stage of the tenancy.

Services	Management	Let only
Property appraisal and advise on potential rental income.	✓	✓
Market your property on all major portals	✓	✓
Arrange appointments and conduct viewings	✓	✓
Carry out referencing and ID checks on all tenants	✓	✓
Draw up all legally required documents	✓	✓
Negotiate tenancy renewals and rent increases	✓	✓
Arrange your gas safety check	✓	✓
Assist with preparing your property	✓	✓
Rent collection and chase late payments	✓	✓
Arrange the inventory	✓	
Register deposits within the DPS scheme	✓	
Transfer all utilities to the tenants name	✓	
Support with any damage and tenants disputes	✓	
Carry out property inspections and supply a full report	✓	
Handle any maintenance issues with our inhouse team	✓	
Check out the tenant and check the inventory to identify any potential deposit claims	✓	





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