

The Landlord Process



In the UK landlords are required to adhere to stringent safety regulations designed to protect tenants from avoidable hazards. Hamptons staff are given comprehensive training and have detailed knowledge of how to handle these risks, guaranteeing you peace of mind that your legal obligations have been fulfilled.

Hamptons provides two main services to landlords looking to rent out their home or investment property:

- **Hamptons will undertake** a market appraisal at your property and provide a guideline on rental and advise on the service most suitable to your situation and needs.
- **Your instruction will be confirmed** and a service level agreed. It is normal for overseas clients to appoint Hamptons under Comprehensive Management as this service offers:
 1. A single point of contact – An ARLA trained and qualified, professional and knowledgeable member of staff.
 2. Pre tenancy preparations – we arrange all the preparations to get the property ready to let, including:
 - Gas Safety Check and Portable Appliance Test
 - Inventory Report & Check in
 - Professional cleaning
 - Arranging utilities
 - Necessary maintenance
 3. Clear and accurate statements – produced as often as requested and with copies sent to your account if requested. A year end tax reconciliation package is also available.
 4. Property visits – two complimentary visits per year. Each visit is followed up with a written report.
 5. Repairs undertaken up to agreed authority level
 6. Negotiation of deposit returns – we ensure the correct apportionment of the deposit at the end of a tenancy.
- **Before marketing** we will need to ensure that an Energy Performance Certificate (EPC) has been provided. This has been a legal requirement from 1st October 2008. The EPC is valid for 10 years.
- **A property brochure** will be prepared and advertised on the industry leading web portals and local publications.
- **As a landlord** you should advise your mortgage lender if you have a mortgage on the property to be let and consent, in writing, should be prior to the start of any tenancy.
- **It is essential** you maintain full buildings insurance cover, before and during your tenancies and sufficient cover to protect your fixtures, fittings and furnishings (if appropriate).
- **If the property** is owned on a leasehold or share of freehold basis, you must check that the head lease and/or management company permits lettings and ensure that the terms of any superior lease are adhered to.
- **Once a prospective tenancy is sourced** we will confirm the offer and terms to you and agree a proposed start date.
- **There are several types of Tenancy Agreement**, depending on:
 - whether the property to be rented out will be the tenant's only home
 - the size/value of the property
 - whether the landlord lives on site
 - whether the tenant is an individual or a company
- **When satisfactory references** have been taken on your prospective tenant, tenancy documentation will be drawn up for both parties to sign, prior to the commencement of the tenancy.
- **Prior to the end** of the tenancy Hamptons Renewal Department will contact you to discuss renewing the agreement and to provide rental advice.