



Management Services Explanation

Set Up Fee - Agree market rent and finding tenants in accordance with the landlords guidelines, advertising the property on rightmove.co.uk OnTheMarket.com, window display at our Fosse Road North Offices, carrying out accompanied viewings, collect first months rent and deposit (deposit equal to 5 weeks rent) in advance of the tenancy. Lodge the deposit with the DPS (Deposit Protection Service) provide information on Tenants Contents Insurance, arrange Utilities change over, prepare a photographic inventory.

Monthly Fee -Collection of rental payments – payments will be paid directly into your bank. Prepare landlords monthly statement. On-line access to account statement 24/7.

Prepare Assured Shorthold Tenancy Agreement – drafting and executing an assured shorthold tenancy agreement supplied by us.

Referencing Tenants- verification of details, credit check, right to rent checks (if applicable) obtain references from employer, obtain references from landlord (where applicable)

Photographic Inventory – It is vital to have a thorough and detailed inventory, in the event of having to make a claim against a tenants' deposit upon vacation without an accurate record of the property condition the claim may be unsuccessful. Whilst taking the inventory checking smoke alarms and carbon monoxide alarms are working prior to commencement of the tenancy.

Deposits – it is a legal requirement all tenants deposits be registered with a Government Authorised Scheme. We will register the tenants deposit with The Deposit Protection Service (DPS) the tenant will be provided with the Deposit Certificate and Prescribed information within 30 days of the start of the Tenancy.

Dealing With Maintenance Issues - We have negotiated competitive rates with local contractors including electricians, plumbing and heating engineers, appliance engineers and general maintenance teams including lock smiths. We will contact you to advise of any repairs reported and arrange for a contractor to attend. We will authorise repairs up to a maximum of £100 (which will be deducted from the rent) for any one item, except in the case of an emergency.

Property Inspections – A property inspection will be carried out by a Partner every 3 to 4 months to ascertain the tenants are complying with the conditions of the Tenancy and are looking after your property. You will be notified in writing after the inspection has been carried out.

Rent arrears- We will do all that we can to recover rent arrears, however should the matter reach a court you as landlord are responsible for all legal fees including court costs and solicitor fees. Our rent payment protection scheme arranged with Homelet covers up to £100,000 of legal fees and loss of rent-see details available separately.

Deposit Claims - In the event of a deposit dispute following termination of the tenancy which cannot be resolved by negotiation between all parties, the claim will be referred to the Deposit Protection Service who will adjudicate in the matter. This process can take several months and involves considerable additional work dealing with evidence preparation and all correspondence.

Check out - We will arrange an appointment with your tenant to carry out a “check out of property” we will collect keys, take final meter readings and check the property against the photographic inventory prepared at the commencement of the tenancy to check it has been returned in the same condition as was let in (allowing for what is considered fair wear and tear and dilapidations

Gas Safety(installation and Use) Regulations 1998 – by law all gas appliances in tenanted premises must be checked for safety every 12 months by a Gas Safe Registered Engineer and a Safety Certificate issued.

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 – From 01 July 2020 all properties let require an Electrical Safety Check.

Energy Performance Certificate (EPC) – A valid EPC is required for all let properties

Fire and Furnishings (Safety Amendement) Regulations 1993 – All furniture/soft furnishings must comply with the fire regulations by displaying a label stating they are fire resistant.

The Property Ombudsman – Leicesterpremier are a member of The Property Ombudsman (www.tpos.co.uk) Withdrawel Fee (full managed) (after the tenancy has started) –when a landlord terminates an agreement and the tenant remains in the property. The fee includes advising the tenant of their security deposit status - one calendar months rent plus vat (before the tenancy has started) When a landlord terminates the agreement before the tenancy has started after credit checks have been carried out on the tenants you will be liable to refund the tenant any holding fees paid along with leicesterpremiers set up fee and anticipated management fees for the duration of the tenancy – up to £250 plus vat

General – Unless otherwise agreed the rent quoted to the tenant by us on your behalf will be inclusive of outgoings such as service charges and ground rents (where applicable) If you as a landlord are resident in the UK you should declare your residential letting income to the Inland Revenue annually for income tax. If the property is leasehold landlords must ensure that the intended letting is permitted by your lease.

Upon instructing leicesterpremier to market your property we will require a full set of keys for your tenants (plus a set for us where we are to manage the property) we can arrange duplicate copies; there is a £15 administration charge plus the cost of the keys. If the keys you supply do not fit or not easy to use and delay the tenants gaining entry then we will arrange for the locks to be changed and the landlord invoiced. If gas and/ or electric is on a prepayment meter where keys or cards are not provided there will be an additional charge of £60 inc vat for additional administration.

Full Name Of Landlord(s) _____
Address of property _____ Post Code _____
Contact Numbers _____ Price £ _____ pcm
un/furnished _____ available from _____ Property Details: Approximate Year Built _____
Neighbourhood Watch: _____ Approved Alarm _____ (code) _____ Key Operated Window Locks(keys supplied) _____
Smoke Alarm _____ Door locks- All External doors fitted with a mortice deadlock _____ Current tenants Contact Details _____

Delete as appropriate. I/we authorised leicesterpremier to arrange:
Gas Safety Certificate: Yes / Certificate Attached (expiry date) _____ Electrical Certificate: Yes / Certificate Attached (expiry date) _____ One/ Two Sets Of Keys Enclosed: Yes/ No An EPC is a legal requirement and there needs to be one available before the property can be marketed EPC To follow:----- enclosed: Cheque enclosed for EPC "Leicester Premier Lettings" £96.00 inc vat Bank Details (full management only) Tenant Find Only Landlord Payments Are Made By Cheque.
Bank _____ Account Name _____ Sort Code ____/____/____ Account Number _____

NOTICE OF THE RIGHT TO CANCEL

If this agreement has been completed in your home or place of work and NOT within the premises of the Agent, you have the right to cancel the contract if you wish. This right can be exercised by delivering, or sending (including electronic mail) a cancellation notice to the Office Manager within the period of 14 days, starting on the day you receive this notice. The cancellation notice should be sent to leicesterpremier 6 Empire Road Fosse Road North, Leicester LE3 5HEor by email to info@lpea.co.uk You're at liberty in law to instruct us to begin work immediately on the understanding that you will be liable to pay for work undertaken or services received up to the time of any cancellation.

Regulationsapplicable..... Yes/No
Immediate StartYes/No
fourteen days to begin.....Yes/No