



a guide for  
**landlords**

Key facts to consider when letting a property



Here is a set of answers to questions frequently asked by landlords about property lettings. This will hopefully explain any queries you have. However, if you need more information please contact us. We are highly experienced estate agents in Shepherd's Bush, serving Hammersmith, W6 and surrounding areas.



## What are the fee structures for letting agents? do you charge the landlord or the tenant?

### Letting only

The letting agent will perform the following services:

- If required by the owner, to view the property for the purposes of advertising the same for letting.
- If required by the owner, to advise on appropriate rent levels.
- To circulate and advertise details of the proposed letting in such manner as the estate agent considers appropriate and to provide tenants facilities to view the rental property.
- If required by the owner, to obtain from applicants details of their previous landlord and current employers, as well as financial references and to apply to the referees for references and to advise the landlord promptly of any responses received, whether before or after the granting of any tenancy.
- If required by the landlord, to ensure that a written tenancy agreement in any form provided by the owner but otherwise in such form as the letting agent considers reasonable in the circumstances is entered into with the tenants prior to the start of the tenancy.
- To collect from the tenants at or prior to the start of the tenancy the first rental payment and a security deposit equivalent to not less than six weeks rent.

- To hold any security deposit as stakeholder in accordance with the letting agent's statutory responsibilities and to account to the landlord for it. The deposit shall be held by the letting agent unless authority is received from the tenant in writing to release said deposit to the landlord. It must be pointed out that if the landlord holds the deposit he may be required to pay interest on that amount if requested by the tenant. Further, the landlord must refund the full amount of deposit less any amount agreed for dilapidations that may occur during the tenancy. In the event of a dispute arising, a single arbitrator shall be appointed by the current President of the Royal Institute of Chartered Surveyors.

In the case of furnished lettings where an inventory is to be taken to provide the Owner on request and on reasonable notice with particulars of a suitable Inventory Clerk to be engaged by the Owner at the Owner's own expense.

Subject to adequate particulars being supplied on reasonable Notice prior to the commencement of any Tenancy to advise the Gas, Electricity, water rates and council tax suppliers of the identity of the Tenants and the date of commencement of the Tenancy.

## Letting and rent collection with full management

The letting agent will provide the following further services, subject to the proviso in clause 5.

- Inspect the property at regular intervals and in any event quarterly during the tenancy.
- Investigate complaints received from tenants or third parties and inspect where appropriate.
- Report to the owner any matters arising from such inspections and to instruct appropriate contractors to carry out such remedial works as may be reasonable in all circumstances, the costs of such works being charged to the owner's account.
- At the request of the owner, to obtain and supply competitive estimates for any works costing in excess of £250.00 or such other limit as may be agreed in writing between the letting agent and the owner.
- Where anticipated costs of necessary remedial works exceed the net balance in the rent account the agents obligations under the above are limited to reporting to the client only.

In the event of management instructions being terminated the agent will require at least four weeks notice, in writing, to expire on any quarter day.

Our management function does not include the supervision of the property when it is not let, although in the normal course of letting, periodic visits may be made to the accommodation by our lettings staff. It also does not include any period before the property is let.

To find out more information about our Lettings and Management Services Including our Fee Structure please contact [sean@kerrandco.com](mailto:sean@kerrandco.com)

### What does the estate agent do for the fee?

Introduce and professionally reference prospective tenants, prepare the tenancy agreements, advise on inventories, contact utility companies with changes to utility accounts and council tax, set up tenant standing orders, collect the initial monies and deposit and pay the balance to the landlord's account.

When retained on management: pay bills for the landlord, regularly inspect the property, recommending, overseeing and accounting for necessary maintenance.

### What kind of tenancy agreement should the landlord use?

Our tenancy agreements comply with the Housing Act 1988, or under contract law for bona fide companies. These contracts are regularly updated to take account of changes in legislation.

### Is letting property safe? Can I get my property back?

Yes. It's safe provided the tenancy agreements are properly drawn up and the correct notices served. Then, in those cases where legal action is needed for repossession the court should make an order in the landlord's favour. New accelerated court procedures speed up the process, without the necessity for a court hearing and take the hassle out of the very occasional problem.



