

Lettings Information Pack

A Guide For Landlords



About us

Stone & Long Residential Lettings is a fast growing company: specialising in residential lettings. We are located in Nottingham City Centre and cover the whole of Nottinghamshire and the surrounding areas.

Stone & Long pride themselves on their professional and specialist knowledge of the rental sector in Nottingham. Our services include residential, commercial, parking spaces and HMO's. We offer free no obligation valuations for all landlords and offer a variety of services to include fully managed, tenant find only and rent collection. We are happy to tailor our services to each individual landlord and offer bespoke services to all our clients.

Our lettings department strive to offer the best customer service, we are a hardworking team that are motivated and dedicated to always go the extra mile.



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Legislation; Compliance and Safety

Energy Performance Certificate (EPC)

As part of the housing act 1988 each rental property is required to have an EPC in place with a rating of E or above in place before it is advertised. We can arrange this for you at an additional cost, or you are welcome to commission your own EPC.

Gas Safety

The gas safety regulations 1994 came into effect to ensure that gas appliances are properly installed and maintained in a safe condition to avoid any risk of Carbon Monoxide poisoning.

It's the responsibility of all landlords that all gas appliances and gas installation pipework are checked for safety once a year by a member of the Gas Safe Register

Electrical Safety

The electrical equipment safety regulations 1994 were imposed on the landlord to ensure that all electrical appliances are safe.

Electrical certificates are now mandatory on all rented properties from the 1st April 2021

Legionella Risk Assessment

Landlords of residential accommodation have responsibilities for combating Legionnaires' disease.

Smoke Alarms

All properties require a smoke alarm on each floor. The building regulations 1991 requires that all properties built since 1992 must be fitted with a mains operated interlink smoke detectors/alarms on each floor.

Carbon Monoxide Detector

An invisible killer of thousands every year. CO gas cannot be seen and is odorless. From 1st October 2022 it is now a legal requirement to supply a carbon monoxide for every gas appliance in the property. This excludes gas ovens, however, it is good practice to have a CO alarm by the gas oven too.

Portable Appliance Test

PAT testing isn't a legal requirement, however it is good practice. If the property is under a selective licensing scheme PAT testing may be a legal requirement of the scheme

Legislation; Compliance and Safety

Furniture and Furnishing Fire Safety

Any soft furnishings that are left in the property must comply with fire regulations, a label clearing station so should be attached. If not then the furniture must be removed from the property and cannot be stored at the rental address. Please note the regulations do not apply to curtains, carpets, bed clothes and mattress covers.

Deposit

All new tenancy deposits must be protected in a government authorised scheme. We request a deposit on all tenancies and this is payable before the tenant moves into the property.

Stone & Long Residential Letting Agents are a member of the DPS (deposit protection scheme)

Deposits are held to help ensure the tenants look after the property. It is refundable at the end of the tenancy only after the tenant has vacated the property and providing the house and their rental account is in order.

Landlords to do list

Mortgage

If the property you wish to rent is subject to a mortgage then you will need to inform your mortgage lender that you intend to rent out the property

Insurance

As a landlord you are still responsible for the building and will require building insurance. Please note if you are letting out your property furnished you may also wish to consider contents insurance

Our Services

Fully managed service

Our fully managed service means that you don't have to worry about anything. We will make sure your property is compliant with all legislation current and ongoing and that everything is taken care of when it comes to maintenance and repairs. As all landlords are different, we make sure to tailor our service to the needs of each landlord.

New tenancy set up fee of £200+VAT = £240

Includes:

- Property appraisal and rental valuation
- Weekly reviews
- 3D virtual tour of your property
- Marketing pictures
- Accompanied viewings
- Online marketing via Rightmove, OnTheMarket.com and our social media
- To Let board
- Floor plans taken of the property
- Full referencing of potential tenants; credit checks, landlord reference and employment reference
- Preparation of tenancy agreement & inventory
- Informing all utility companies of new tenants
- Tenant right-to-rent checks
- Protecting tenants deposit

Monthly Management Fee

10% + VAT of monthly gross rental each month

- Completing licensing applications for the Selective Licensing Scheme (if applicable)
- Collection and chasing of rent arrears
- *Organising compliance certificates
- Dealing with maintenance issues – sending out approved contractors
- Maintenance and repairs organised throughout tenancy
- Out of hours contractors for emergencies
- Quarterly inspections of the property
- Provide information on latest safety regulations
- Provide landlord with monthly statements
- Serving appropriate legal notices
- Renewal of tenancy agreements and negotiating rental increases
- Comprehensive check out when tenancy ends any deposit disputes dealt with

Please refer to the last page of this brochure for our additional costs for us arranging compliance certificates on your behalf

Tenant Find Only Service

In our tenant find service, we find you a tenant for your property and then at the point they move in we transition everything over to the landlord to be able to manage the property.

We charge 50% +VAT (60% including VAT) of the first month's rent (with a minimum fee of £300.00).

Includes:

- Property appraisal and rental valuation
- 3D virtual tour of your property
- Weekly reviews
- Marketing pictures
- Accompanied viewings
- Online marketing via Rightmove, OnTheMarket.com and our social media
- To Let board
- Floor plans taken of the property
- Full referencing of potential tenants; credit checks, landlord reference and employment reference
- Preparation of tenancy agreement
- Informing all utility companies of new tenants
- Tenant right-to-rent checks

Extra service such as inventories, floor plans, deposit protection, check in/out, etc. can be added to this service, please enquire.



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Houses of Multiple Occupancy (HMO) Fully Managed Service

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We charge no upfront costs to the landlord for this service but there is a monthly charge of 14% + VAT

Includes:

Help the landlord with HMO applications and council paperwork
Property appraisal and rental valuation
Marketing pictures
3D virtual tour of your property
Accompanied viewings
Online marketing via Rightmove, OnTheMarket.com and our social media
Agency board outside property
Floor plans taken of the property
Details inventory and schedule of condition
Advice on legislation and certificates needed to rent out the property
*Organise yearly Gas Safety Certificates
*Organise Energy Performance Certificate
Free quotations given by contractors for maintenance issues with no obligation
Maintenance and repairs organised throughout tenancy
Organising access into the property for contractor, etc.
Out of hours contractors for emergencies
Quarterly inspections of the property
Quarterly property condition report with pictures
Collection of tenant rent
Deal with chasing rent be paid late or any rent arrears occur
Provide landlord with monthly statements
Comprehensive reference checks on tenants
Tenancy Agreement and signing
Tenant right-to-rent checks
Renewal of tenancy agreements and rent reviews when the market changes
Regular contact with the tenant
Tenant deposit protected through Tenancy Deposit Scheme (TDS)
Meter readings recorded
Advice given to improve rental income from property
Comprehensive check out of the property on the end of tenancy
Resolve any deposit disputes/tenant charge at the end of the tenancy

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Additional costs

Arranging a gas safety certificate on behalf of the landlord - £90 (including VAT)

Arranging an Electrical compliance certificate on behalf of the landlord - £264 (including VAT)

Arranging an EPC (Energy Performance Certificate) on behalf of the landlord - £65 (including VAT)

Arrange a CO alarm to be installed at the property - £90 (including VAT) per alarm