



**HOBBS • PARKER**

**Residential Lettings**

## for our landlords

a personal service delivered by an  
experienced team of qualified professionals

### ■ Established in 1850

The Hobbs Parker Group was established in 1850 and has successfully conducted business from Ashford for over 150 years. As members of the Royal Institution of Chartered Surveyors we offer a professional and honest property service with experienced staff and unsurpassed local knowledge.

### ■ Ashford's Largest Agency

Hobbs Parker Estate Agents LLP is the largest independent estate agency in Ashford and this has been achieved by establishing a reputation for professional excellence and integrity.

### ■ Personal Attention

Hobbs Parker Residential Lettings offers a tailored service to our Landlords providing a first class client and property care package with an emphasis on efficient personal attention.

### ■ Please Call or Email Us

01233 506240 or [lettings@hobbsparker.co.uk](mailto:lettings@hobbsparker.co.uk)



[www.hobbsparker.co.uk](http://www.hobbsparker.co.uk)

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Tel: 01233 506240, Fax: 01233 506299

## our services and fees

### The Tenant Introduction Service

This service is designed to find you a tenant and then set up your tenancy. From the commencement of the tenancy, the day to day running and responsibility of management will then pass to you.

Within this service we will:

- Conduct a market appraisal – to include, market valuation, legal and safety advice from an ARLA qualified team member and discussion of your requirements
- Arrange marketing to include newspaper advertising, individual property details, full colour property lists, detailed description on Hobbs Parker website, OnTheMarket, Rightmove and erection of a Hobbs Parker Residential Lettings board
- Provide accompanied and out of hours viewings
- Arrange full referencing of each tenant and provide you with copies of the application forms and subsequent findings
- Negotiate the tenancy terms
- Manage the commencement of the tenancy

**Fee:**

10% + VAT of the Initial six month rental income subject to a minimum of a flat fee of £600 + VAT

### The Letting and Rent Collection Service

This service is designed to find you a tenant, set up your tenancy and from tenancy commencement collect the rental income on your behalf.

The management of the property and the tenancy will be your responsibility.

This service includes all the elements in The Tenant Introduction Service and in addition we will:

- Provide tenants with a standing order mandate to pay their rent
- Collect the rental payments
- Transfer the rent received via BACS to your bank account
- Provide regular statements of your account
- Pursue any initial arrears of rental payments

**Fee:**

5% + VAT of the ongoing rental income plus Administrative Costs

## our services and fees

### The Letting and Full Management Service

This service is designed to find you a tenant, set up your tenancy, collect the rental income and manage the property on your behalf.

This service includes all those elements in The Letting and Rental Collection Service and in addition we will:

- Handle tenant complaints and problems
- Make arrangements for property maintenance and repairs on your behalf
- Arrange initial safety inspections on your behalf
- Inspect the property on a regular basis throughout the tenancy and provide reports
- Arrange renewal of any safety records
- Notify and transfer utility accounts
- Pay tenancy related invoices through your client account
- Negotiate deposit release and handle any dispute on your behalf
- Set up our Standard Empty Care Service

**Fee:**

12% + VAT of the ongoing monthly rental plus Administrative Costs

### Terms of Business

For further information please contact us for a copy of Hobbs Parker Residential Lettings full Terms of Business or visit our website.

Please feel free to call us to discuss any aspect of our service or fees.

### Administration Costs

In addition to our percentage based fees on the service level of your choice, the following administration costs apply:

■ Bespoke Tenancy Agreement:	£175.00 + VAT
■ The Deposit Scheme:	£95.00 + VAT
■ Administration Charge:	£50.00 + VAT

### Additional Services

The following services are recommended and we are able to provide further information if required:

- Preparation of Inventory and Schedule of Condition
- Check out meeting and report at tenancy termination
- Rent and Legal Protection Cover
- Landlords Buildings and Contents Insurance

## help with the regulations

### Legal and Safety Requirements

When letting your property you must ensure that your property complies with the following legislation. Safety aspects fall under criminal law. If a criminal offence is committed landlords can face a prison sentence, a heavy fine or both. We would be pleased to advise further on any aspect of the legislation in order to ensure full compliance.

#### Gas

The Gas Safety (Installation and Use) Regulations 1998 are designed to prevent injury to the public from carbon monoxide poisoning, fire and explosion.

All Landlords have a common law duty to ensure that gas installations and appliances supplied with their properties are safe. A valid safety certificate (CP12) carried out by a GAS SAFE registered engineer must be presented to each tenant at tenancy commencement.

#### Electrical

The Consumer Protection Act 1987 affects all persons who let a property in the course of their business because it defines them as 'suppliers'. There are several items of secondary legislation under the umbrella of the act which are directly relevant to the supply of electrical goods including The Electrical Equipment (Safety) Regulations 1994 and The Plugs and Sockets (Safety) Regulations 1994. In essence, these regulations impose a duty on Landlords to ensure that all electrical equipment supplied by them is safe to use.

#### Fire

The Building Regulations 1991 require that all properties built after June 1992 must have mains interlinked smoke detectors on each floor.

There should be a minimum of one smoke detector per level and one carbon monoxide alarm in each room that houses a solid fuel appliance.

### Consent to Let

If a landlord lets out his property without the consent of his mortgage lender he may be in breach of the terms and conditions of his mortgage with potentially serious consequences. If you have a mortgage you must obtain consent from your mortgage lender.

If the property is leasehold, any let will be subject to the approval of the Superior Landlord.

### Tax

Income tax is payable on rental income. Landlords must declare this income on a Self-Assessment Tax Return. There is a requirement under Self-Assessment to keep adequate records to ensure that the calculations included in the return are accurate.

For Landlords whose residence is outside of the UK the legislation differs and Hobbs Parker Residential Lettings will have a statutory obligation to deduct basic rate tax on the rental income and make payments to the Inland Revenue, however, you can apply to the Inland revenue to 'self-assess' your own tax. Upon approval, the Revenue will authorise payment of rent without deducting tax at source. For further information we strongly advise consultation with a Tax Advisor.

### EPC

It is a legal requirement for all rented properties to have an Energy Performance Certificate (EPC). It is the Landlords responsibility to ensure that an EPC is available to any prospective tenant during marketing. We can assist you in arranging for a registered Energy Assessor to prepare the necessary documentation. If you would prefer to arrange your own EPC then we must receive a copy of the Certificate.

It will be illegal to let out a property from 2018 with an EPC Rating below E.

