

# THE LONDON AGENT

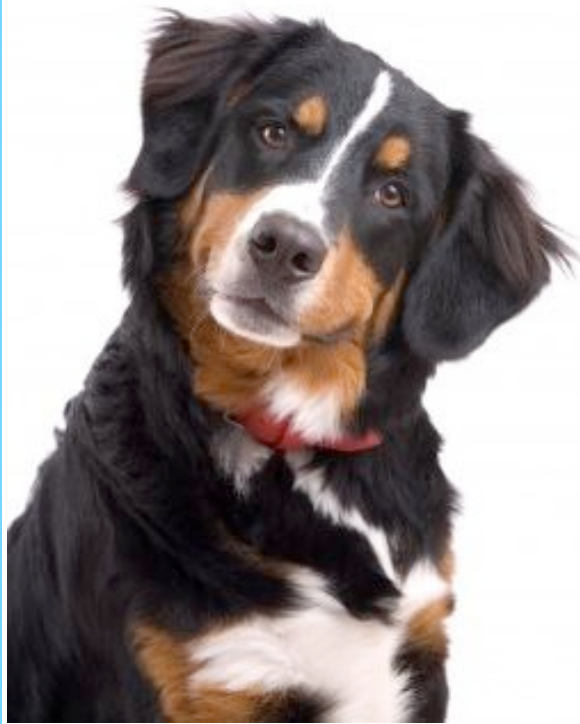
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## Landlord's Handy Pre-Let Checklist

### Are you ready for your tenants?

#### Instruct Energy Performance Certificate (EPC)

When you let or re-let your property after 1 October 2008, you will need to obtain an EPC. A survey should be done by an accredited Domestic Energy Assessor who will produce a report and rating of the energy efficiency of your property. The EPC is valid for 10 years. We need a copy of the EPC before we start to market the property as it must be available to applicants who wish to view your property. A copy must also be provided for the tenant before the start of the tenancy. Further information: <http://campaigns.dir.ec.gov.uk/epc/>

#### Instruct Landlord's Gas Safety Record

Under the Gas Safety (Installation & Use) Regulations 1998, there is a statutory obligation for Landlords to have an annual safety check done on all gas appliances at their properties. The check can only be undertaken by a Corgi registered gas engineer who will then provide a Gas Safety Record. If the engineer finds fault with equipment, remedial action must be taken before a tenancy starts. Once a Gas Safety Record is obtained a copy must be provided for the tenant and if The London Agent is managing the property we will need a copy for our records. The tenants will not

be allowed to occupy the property until a valid record is in place so it is important to organise it in time. More information: The Health Safety Executive <http://www.hse.gov.uk/gas/domestic/faqlandlord.htm>

#### Instruct Electric Safety Checks

It is not mandatory to check electrical equipment but it is the Landlords' responsibility to make certain that the property complies with Electrical Equipment (safety) Regulations 1994. We therefore recommend that you have both the supply (wiring, plugs, socket) and the portable appliances checked regularly. Furthermore, all electrical

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appliances must have a "CE" stamp and instruction manuals must be provided with the appliance. More info:

<http://www.berr.gov.uk/whatwedo/sectors/sustainability/regulations/ecdirect/page12441.html>

#### Check Soft Furnishings

Furniture that you provide in your property must comply with the Furniture and Furnishings (fire)(safety) Regulations 1988 as amended. This applies to sofas, cushions, mattresses, etc. Check that all items have a label confirming their compliance. If there is no label please provide an invoice confirming the date of purchase. If furniture has no label and no invoice please remove it from the property. You may not give or sell non-compliant items to a tenant as that is viewed as supplying. More info:

<http://www.berr.gov.uk/whatwedo/consumers/fact-sheets/page38123.html>

#### Install Smoke Alarm

Under the Building Regulations 1991 new property must have mains operated smoke detectors on each floor. It is not mandatory to install in older properties but it is recommended. More info:

<http://campaigns.direct.gov.uk/firekills/index.html>

#### Notify Mortgage Lender, Head Leaseholder, Managing Agent & Insurers

If you have a mortgage or a Leasehold property, you will need the permission of your lender, Superior Leaseholder and/or Managing Agent to let your property. Notify them of your intention and they will reply to you with their requirements. Notify your insurer that the property is to be let in order to avoid negating the terms of your cover. Consent to let must be obtained from all of the aforementioned before the Tenancy commences.

#### Notify Utilities of Change

Once you have a tenant and a move-in date call your service providers to notify them of a change in occupancy. This will include but is not limited to gas, electric, water, telephone, security, television license, broadband, satellite, etc. You will also need to give them the meter readings recorded on the day that the tenancy commences. Call the council to give the Council Tax Department your tenants details and changeover date.

#### Create Property Information File

Please provide the tenants with the equipment manuals and warranties for all of the appliances supplied at the property. If you have maintenance contracts in place please supply the tenants with the contract details and contact numbers. If we are to manage the property we will also need all of the aforementioned information.

#### Re-Direct Your Mail

Tenants are not expected to redirect mail indefinitely and we do not normally offer a mail-forwarding service. We advise that you contact the Post Office to arrange a redirection service.

#### Register With a Deposit Protection Scheme

The Security Deposit paid by the tenants must be protected by one of the three government approved schemes. If you decide to hold the deposit you must provide us with proof, before the commencement of the tenancy, that you have registered with one of the schemes. We will transfer the deposit to you within 5 working days of receipt. You must register their deposit within X days of receipt or your tenant could take you to the County Court where you may be fined up to 3 times the deposit. You will not be able to serve a Section 21 notice of possession until the deposit is registered. The London Agent is not liable for any loss you may

suffer if you do not comply with legislation. For further information:

[http://www.direct.gov.uk/en/TenancyDeposit/DG\\_066380](http://www.direct.gov.uk/en/TenancyDeposit/DG_066380).

#### Apply for Non-Residents' Tax Exemption

Under the Taxation of Income from Land (Non-residents) Regulations 1995 (Finance Act 1995) your income from letting property is taxable even if you are resident abroad. Furthermore, if you are moving abroad for more than 6 months The London Agent is legally obliged to deduct tax from your rental income, at the basic rate, and pay it quarterly to HM Revenue and Customs (HMRC). However, you can apply to HMRC to receive rent without tax deducted by your agent. Complete and return to HMRC an NRL1 (individuals), NRL2 (companies) or NRL3 (trustees). HMRC will notify The London Agent directly if they approve your application and we will no longer deduct tax from your rent before we transfer it to you. Your liability to pay tax still remains.

#### Verify ID & Proof of Ownership

Under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2003, we are obliged by law to verify the identity of clients. To this end we ask you to provide us with a certified copy of your passport.

#### Repair, Tidy & Clean

The Landlord is obliged to keep the property in good repair. Before you let make sure everything is in working order, sweep the chimney, put the garden in seasonal order and finally, have the entire property including carpets professionally cleaned.

#### Provide Keys

Please provide us with a set of keys for each tenant and a set for us.

**We can organise all of the above on your behalf under our Pre-Let Service.**

**Call 08456 521 809**