



SAXON SHORE
— ESTATE AGENTS —

A Landlords Guide

www.saxonshore.co.uk - 01795 533577





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Making your life as a landlord easier

If you're looking to rent out a property, there's a lot to think about.

From finding the right tenants to keeping up with your legal requirements and obligations as a landlord, the letting process can be involved and confusing.

That's why having someone to help can make life a whole lot easier.

This guide aims to tell you what you need to know, and how at Saxon Shore we can help every step of the way.



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About Saxon Shore

Saxon Shore is a fresh type of estate agency bridging the gap between local high street agents and new online-style agents. A locally owned Independent business, we're proud of our personalised and flexible service.

You've probably seen our beautiful artist-designed 'To Let' and 'For Sale' boards around, and they do a fantastic job of advertising properties.

And as you'd expect from an effective estate agent, we publish our properties on the best property websites.

But another of our secret weapons is that we go to where potential tenants hang out, and that's on social media.

We're the only estate agent locally that publishes all our rental and sales properties to Facebook, and Instagram, with sumptuous photo galleries, floor plans and teasers of properties coming onto the market soon.

Our strong social media presence and engaged local audience mean our properties get in front of potential tenants (and buyers) faster.

Plus, our social media savvy means that we're able to pack a powerful punch as a smaller independent estate agency. Your property will get the same amount - or even higher exposure as it would with a multibranch agency.

Good properties are snapped up within days if not hours.

Try a different way, follow @saxonshoreway



« First class experience. I felt supported and well advised from the moment I first contacted Saxon Shore. A professional service which seemed bespoke to our situation. Time was given to listen and understand what was needed and I have felt supported throughout our interactions. All questions have been answered quickly and will a high level of professionalism. I highly recommend Saxon Shore. »

Grace - Landlord



What are your legal responsibilities and obligations as a landlord?

Meeting safety standards

It's up to you as a landlord to make sure that your tenants are safe and free from health hazards while living in your property. This means:

Gas safety

If your property has gas appliances, pipes and flues you need a Gas Safety Record (GSR), or certificate.

Only a qualified Gas Safe Registered engineer can run this check, to be repeated every 12 months. Give your tenants a copy of the certificate before they move in, or within 28 days of the check being carried out.

*Choose Saxon Shore's Full Management Package and we'll use trusted local tradesmen to take care of this for you**

Electrical Inspection Condition Report (EICR)

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 came into force on 1 June 2020 and apply to all tenancies created on or after that date in England from 1 July 2020.

These new regulations require landlords to have the electrical installations in their properties inspected at least every 5 years and tested by a person who is qualified and competent. Landlords will also have to provide a copy of the electrical safety report to their tenants as well as to the local authority if requested.

If you leave electrical appliances in your property, you should make sure they're safe for tenants to use with portable appliance (PAT) testing.

*Choose Saxon Shore's Full management package and we will use trusted local tradesmen to take care of the EICR **

Smoke alarms and carbon monoxide detectors

You must install working smoke alarms on each floor, and carbon monoxide detectors in rooms with coal fires or wood-burning stoves and any gas appliances.

Check these are working properly on the first day of a tenancy, then ensure tenants know it's up to them to do regular checks.

*Choose Saxon Shore's Full Management Package and we'll use local tradesmen to take care of this for you**

Energy Performance Certificate (EPC)

Before you let a property, you need an Energy Performance Certificate (also known as an EPC), which shows how energy efficient the property is from 'A' to 'G'.

The certificate is valid for 10 years, and bear in mind that as of April 2018 it is against the law to rent out a property below an 'E'.

*Choose Saxon Shore's Full Management Package and we'll use trusted local tradesmen to take care of your EPC**

How To Rent Guide

It is your legal responsibility to serve your tenants with the official government how to rent guide before the tenancy begins.

*Choose Saxon Shore's Full management package or Tenant Find Service and we will take care of this for you**

Checking tenants have the right to rent

By law, you must check that tenants have the right to rent in England. That means asking to see (and checking) original documents that prove they can live in the UK - and also keeping copies of these documents.

*Choose any of Saxon Shore's landlord packages and we'll take care of this for you**

Protecting the deposit

Before they move into your property, tenants will usually pay five weeks rent upfront as a deposit. You must protect this money in an approved tenancy deposit scheme, or risk a fine.

*Choose any of Saxon Shore's landlord packages and we'll take care of this for you**



Carrying out repairs

If there are problems with your property's roof, chimneys, walls, gutterings and drains, it's up to you to carry out repairs.

It can be hard to know about your rights as a landlord to access your property. As a rule of thumb, aim to give 24 hours' notice in writing.

*Choose Saxon Shore's Full Management Package and we'll take care of this for you**

Running other checks

Before someone moves into your property, you need to know they can afford the rent. It's good to have an idea of their income and expenditure, and whether they've had problems paying rent in the past.

Understandably, many landlords find asking for financial information awkward - as well as a hassle.

*Choose any of Saxon Shore's landlord packages and we'll take care of financial and credit checks for you**

Drawing up a tenancy agreement

Making sure you have a properly drawn-up tenancy agreement is an important part of the rental process as it protects you and your tenants if things don't go to plan.

This agreement, which both parties sign, lists things like how much the rent will be, who will carry out repairs and how long the tenancy lasts (usually six months or a year).

*Choose any of Saxon Shore's landlord packages and we'll draw up a legally-binding tenancy agreement for you**

Producing an inventory

An inventory is a detailed list of fixtures, fittings, furniture and anything else that stays in the property.

If there's any existing damage in the property, the inventory should include this.

On the day your tenants move in, you should all sign the inventory to show you agree with what's on it.

*Choose Saxon Shore's Full Management Package and we'll draw up a full colour inventory of the property and contents for you**

**Additional Charges may apply for some packages and tradesmen/service combinations*

Legal Cover & Rent Protection

For added peace of mind you can take our enhanced management option which includes legal cover up to £50000 & rent protection insurance up to £8000 per calendar month.

Finding the right tenants

Before you rent out your property, it's good to have a clear idea on who you see as your ideal tenants.

At Saxon Shore, our approach is bespoke and above all, flexible. We take each potential tenant

as a whole, and run the background checks to give you peace of mind as a landlord.

But because it's crucial to have a good relationship

with your tenants, we leave the final decision on who to choose down to you.



Saxon Shore landlord packages

Whether you'd simply like help finding your ideal tenants, or need us to take care of everything to do with your rental property, see over for a full range of packages to make your life as a landlord easier.

Looking for something more bespoke?

Come and have a chat to help us put together options that suit you.





Packages	Tenant Find	Full Management	Full Management with legal cover and rent protection
Cost	£699+VAT	£699+VAT and 10%+VAT of total rental income per month	£699+VAT and 12%+VAT of total rental income per month
Full advertising and marketing of property	✓	✓	✓
References and credit checks of applicants	✓	✓	✓
Tenancy agreements and other documents required by law	✓	✓	✓
Full colour inventory of the property and contents	£90+VAT	✓	✓
Full check in service including meter readings	✗	✓	✓
Gas safety certificate	£85+VAT	£85+VAT	£85+VAT
Electrical test certificate EICR	£120+VAT	£120+VAT	£120+VAT
EPC	£90+VAT	£90+VAT	£90+VAT
Arranging and progressing maintenance as required	✗	✓	✓
Six-monthly property inspections	✗	✓	✓
Tenancy renewal service	£180+VAT	£160+VAT	£160+VAT
Issuing end of possession notices	✗	✓	✓
Register deposit with an approved deposit scheme	✗	✓	✓
End of tenancy check out and deposit negotiations	✗	✓	✓
Annual rent reviews	✗	✓	✓
Ongoing support and advice regarding changes to law and regulations	✗	✓	✓
Bespoke options available on an individual quote basis	✓	✓	✓
Legal costs and expenses up to £50000 per insured incident	✗	✗	✓
Rent arrears up to a maximum of £8000 per month for twelve months maximum	✗	✗	✓



« The team at Saxon Shore were incredibly friendly and helpful. We let a property from them and the team went above and beyond to get things sorted for us. Would recommend to any landlords/vendors as the service is brilliant! »

Hannah - Tenant

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« We have had such an amazing experience with Saxon Shore. They made the letting process simple and provided a lot of support when we needed it. From viewing to collecting the keys the staff were helpful and genuine. I would recommend them, and would have no qualms in using them again.»

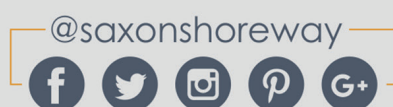
Ria - Tenant





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