

LANDLORD GUIDE

PREPARING FOR THE TENANCY

Mortgage: You must notify your Mortgage Lender that you are renting out your property.

Leasehold Properties: If you are a Leaseholder, you will normally require consent from your Superior Landlord or Freeholder.

Landlords Insurance: Building and Contents insurance must be in place. Please ensure that your Insurance covers Fire, Storm, Floods, Accidental Damage, Malicious Damage and Third Party Liability. Your Insurance Company can advise you on this

OVERSEAS LANDLORDS: If you are going overseas you must apply to the Inland Revenue for an Overseas Landlord Certificate. Without this, we are required to deduct Tax from any payments we forward to you. More information and the relevant form can be obtained from www.hmrc.gov.uk/overseaslandlords. The Agent must also be registered with HMRC and you must quote Cairds Overseas Landlord Registration No. which is NA047234

COVENANTS & RESTRICTIONS: It is the landlord's duty to advise Cairds of all relevant information concerning the property, including and not limiting in any way the obligation to inform, the existence of any enforcement notice or covenant or restriction affecting the use of the property. Please provide Cairds with a copy of any pertinent restrictions included in the head lease that you require to be included in the tenancy agreement.

PROFESSIONAL CLEAN: We recommend a thorough Professional Clean is carried out prior to the tenant's occupation. It should include all floors, carpets, curtains, paintwork, kitchen appliances, cupboards and drawers (inside and out) and windows (inside and out). The tenant is required to return the property in the same condition.

INVENTORY: We recommend that a Professional Inventory is drawn up before any tenancy commences. Cairds use independent inventory specialists. The Inventory company will meet the tenants at the beginning of their tenancy and at the end. If there is any disagreement or dispute at the end of the tenancy, the Inventory is your proof of the condition of the property.

GARDEN: The front and rear gardens should be left tidy with lawns cut, beds weeded etc. You may need to provide a lawnmower (electrically tested) and tools for the tenant to maintain the garden.

GARAGE & OUTBUILDINGS: These must be cleared and swept

LOFT: The loft should be clear.

CONTACT DETAILS: If Cairds are not managing the property the landlord must provide their Contact details for the Tenant

INSTRUCTION LEAFLETS: Instruction leaflets must be supplied for all appliances.

KEYS: Front door keys, garage key and keys for all external doors, windows and meter cupboards should be supplied for the tenant, clearly labelled. If the property is managed by Cairds we require a full set of keys. There should be one set of keys per adult tenant.

FURNISHING GUIDE:

The property should be left in good decorative order and furniture (if furnished) and equipment must meet safety regulations.

Unfurnished: An unfurnished property is expected to have carpets, curtain poles/fixings, blinds/curtains and all the white goods in the kitchen (Hob, Oven, Fridge, Freezer, Washing Machine, and Dishwasher). If you are not supplying any of these items you must inform Cairds prior to marketing

Furnished: A furnished property should have carpets, curtains, all the white goods in the kitchen, lounge suite, dining suite and bedroom furniture.