

Kemp & Co.

www.kempandcoproperty.com

Preparation Checklist

&

Landlord Questionnaire



Landlord Preparation Checklist

Below is a list to help you prepare for the letting of your property, once you have read through the checklist, you will be ready to complete the rest of the questionnaire.

1. **Consent to let.** If your property is mortgaged, you will need to seek consent from your lender before renting out your property or switch to a specialist buy-to-let mortgage. Kemp & Co will require a copy of the consent prior to letting.

If your property is a leasehold property, you will also need to ensure that you have approval under the head lease. You will also need to provide a copy of the head lease, highlighting any restrictive covenants needed to be drawn into the tenancy agreement.

Mortgage Consent Granted Copy of Head Lease Obtained

2. **Insurance.** Your existing buildings and contents insurance probably won't cover you for letting, so your insurer may declare your policy invalid if you make a claim. Ensure you have written confirmation from your insurance company, or alternatively take out specialist landlord insurance.

Adequate Insurance Cover in Place & copies of Policy Documents prepared.

3. **Energy Performance Certificate (EPC).** You must provide a full EPC (not just the summary) to all prospective tenants. It is illegal to advertise a property for rent unless it has an EPC, and there is a fixed penalty of £200 for non-provision. EPCs are valid for 10 years. Kemp & Co can organise this on your behalf, or put you in touch with local Energy Assessors.

EPC Organised Kemp & Co to Organise

4. **Join a Tenancy Deposit Protection Scheme.**

You must register the tenants' deposit with a Tenancy Deposit Protection scheme within 14 days of receipt, and inform your tenants in writing which scheme their deposit is protected by. If you fail to do so you will be unable to serve a Section 21 Notice on the tenants to regain possession of your property. If Kemp & Co are providing you with a Full Management Service, the Deposit will be lodged under the DPS custodial scheme under the Kemp & Co registration.

For Tenant Find Landlords & Rent Collection Landlords Only

Registered with Deposit Scheme

5. **Safety.** There are a number of important safety issues that need to be addressed. Failure to ensure your property is safe prior to letting could result in fines, imprisonment or even charges of manslaughter! Please pay particular attention to the following sections.

Furniture

All domestic upholstered furniture which is supplied by you, including some soft furnishings, must meet the minimum fire resistance standards under the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (amended 1989 & 1993). Check all relevant items for compliance, and remove any non-compliant items. Most items which comply will have a suitable permanent label attached (this must remain attached).

Furniture Safe, Unsafe Furniture Removed

Gas

A Gas Safe registered engineer must check all the gas appliances and flues. The Gas Safety (Installation and Use) Regulations 1998 require that all gas appliances, flues and associated pipework must be maintained in a safe condition at all times. You must give all new tenants a copy of the gas safety certificate before the start of the tenancy. You need a new certificate every year – give all existing tenants a copy within 28 days of the annual check.

Gas Safety Certificate Organised

Kemp & Co Property Ltd to Organise

PAT (Portable Appliance Test)

Check all electrical appliances for defects (e.g. frayed wiring) before letting, and remove any unsafe items. There is no specific requirement at present for regular testing of appliances, but you have a **duty of care** to ensure that all appliances are safe, and should therefore arrange for a yearly Portable Appliance Test (PAT). Appliances should be checked by a qualified electrician and records of the checks kept.

Electrical Checking of Fixed Wiring

Again, there is no current legal requirement for an inspection of the fixed electrical installation, but as with the portable appliances, you have a duty of care to ensure your property is safe because you are 'supplying in the course of business'. The only way to demonstrate that you have met this duty of care is to arrange for the electrical services to be regularly inspected by a qualified electrician. Testing should be carried out at least every five years. **Please note that Kemp & Co will not take on any properties on a Fully Managed Basis without a current Electrical Safety Certificate.**

Electrical Certificates Organised

Kemp & Co
to organise

I do not have a
certificate although
I am aware of the
above

Smoke detectors, Carbon Monoxide, Detectors & Chimneys

From October 2015 the law requires landlords to install smoke alarms on every floor of their property and test them at the start of every tenancy. Landlords will also need to install carbon monoxide alarms in high risk rooms such as those where a solid fuel heating system is installed. Those who fail to install smoke and carbon monoxide alarms could face sanctions and up to a £5,000 civil penalty.

Smoke Detectors
Fitted on all floors

Chimney
Swept

Carbon Monoxide
Detector/s Fitted

Appliances such as wood burning stoves should be installed correctly, maintained and used according to the manufacturers' instructions and chimneys must be kept clear of blockages and not leak. Chimneys should be swept prior to letting and documentation kept.

Legionnaires Disease

Landlords have a duty to carry out written risk assessments for Legionnaires Disease, and if necessary, take action. Further information is available from the Health & Safety Executive's Approved Code of Practice Legionnaires Disease: The control of Legionella bacteria in water systems.

Kemp & Co Property Ltd to instruct a third party to carry out a risk assessment.



Landlord Questionnaire

Landlords Details

Owners Full Legal Names

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.....

Owners Address

.....
.....

..... Post Code

Home Telephone Number

Work Telephone Number

Mobile Telephone Number

Email

Details of Property to Let

Address of Property

.....
.....

..... Post Code

Overseas Landlords

Please note: Landlords who are not resident in the UK or who may become non-resident during the course of any letting period must make arrangements for tax returns to be made to the Inland Revenue. They should complete an application for approval for non-deduction of tax. Failure to do this will impose a liability on your tenant or letting agent to deduct basic rate tax from the rental and remit this to the tax authorities.

Inland Revenue Approval Number/s

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Please note that without an approval Kemp & Co will retain tax without exception

Landlord - Bank Details

Bank/Building Society

.....

Account in the name of

.....

Account Number

Sort Code

Landlord - Insurance Details

Insurance Company Name & Address

.....

..... Postcode

Telephone Number

Insurance Policy Number & Excess Amount - Contents

.....

Insurance Policy Number& Excess Amount – Buildings

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Mortgage Details

Name of Mortgage lender

.....

List of any Covenants to Mortgage (for example not allowing the contract to go periodic, no tenants on benefits etc)

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.....

Consent from Mortgage Company Obtained and Written Copy Provided to Kemp & Co

Please note that Kemp & Co will not draw up Tenancy Agreements without written proof of consent to let where there is a mortgage on the property

Leasehold Property

Landlord has obtained consent from the Head Lease

Copy provided

Any Restrictive Covenants YES/NO

Details

.....

.....

.....

Annexe/Flat over Garage/Other Attached or Detached Accommodation within the Grounds of Main Dwelling Place

Planning Permission Granted YES/NO

or

I/We have sort the consent of the Planning Dept YES/NO

Deposit Information for Landlords not opting for Full Management Service

Name of Scheme

Landlord ID Number

Scheme Rules Supplied to Kemp & Co

Utility Information

Gas Supplier

Customer Number

Meter Number.....

Location of Meter

Water Supplier

Customer Number

Meter Number

Location of Meter

Electricity Supplier

Customer Number

Meter Number

Is the Meter a Card or Key Meter?

Does the Meter have more than one rate?

Location of Meter

Name of Local Authority

Council Tax Band

Reference Number

Any Other Information Oil/Cesspit Etc. Location, Terms of refuelling/emptying...

.....
.....
.....
.....

General Information

Viewing Arrangements

.....

Key Holder

.....

Alarms YES/NO Instructions/Numbers Supplied YES/NO

Appliances

Please note you will be responsible for repair or replacement of any appliance that is left at the property (other than any damage or misuse caused by tenant)

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Instruction Manuals/ Warranties Supplied YES/NO

Location of Stopcock

Refuse Collection Day Recycling Day

Where Should Refuse be Stored

Parking/Garage Information.....

Are there any restrictive covenants such as not permitting caravans, sign written vans etc?

.....

Access to Loft Space..... Restrictive Clause Required

Children Permitted..... Restrictive Clause Required

Pets Permitted..... Restrictive Clause Required

Special Clauses/Further Information

Please tell us anything else about your property that may be helpful to us as Managing Agents or to the Tenants. The more we know about your property the less we have to bother you!

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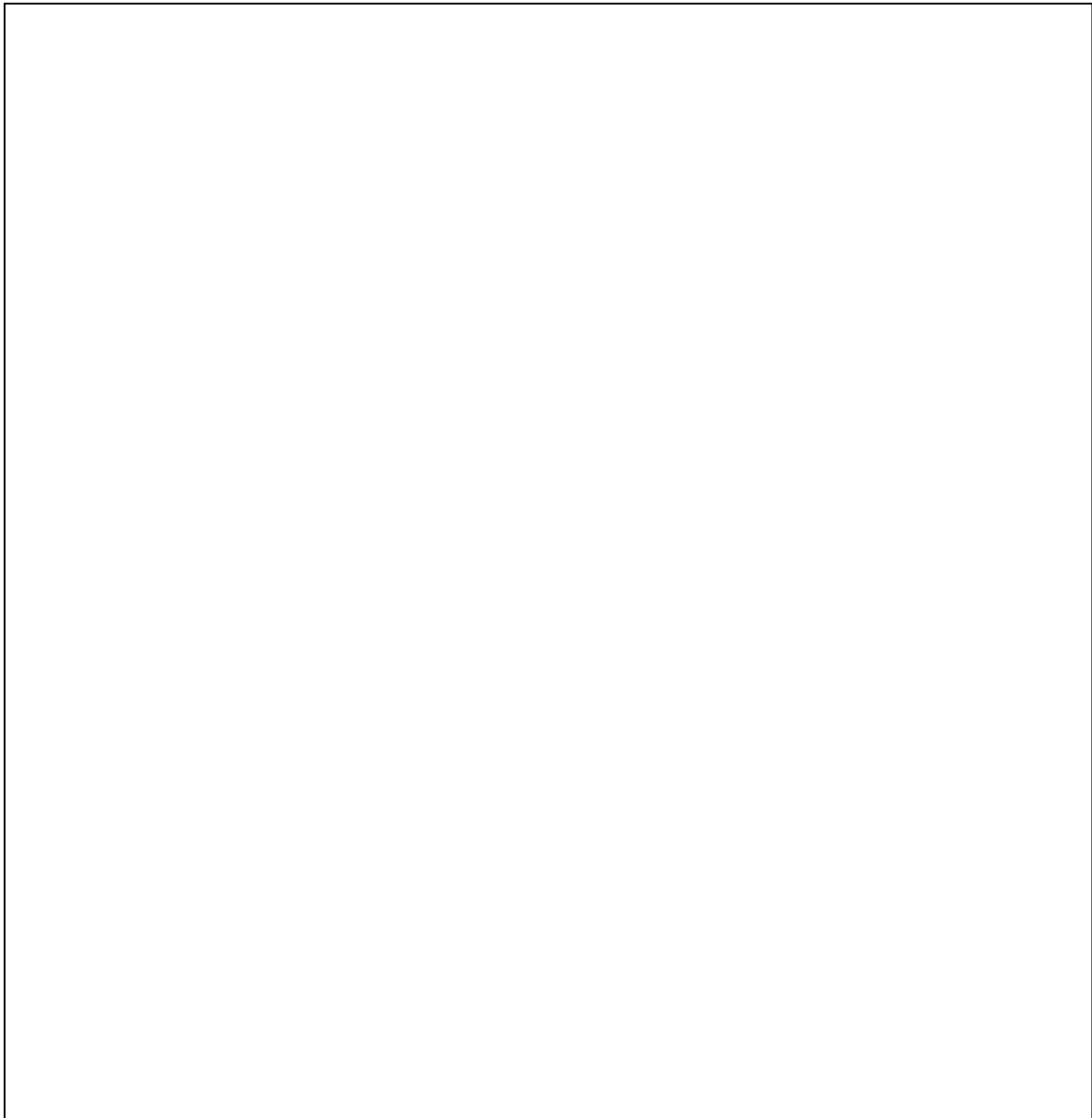
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Please use this space to draw a brief outline of your property and indicating the boundaries that you are responsible for. Please cross through if not relevant.



Rent to be quoted

ID Form Completed &

For Let Board to be Erected

Two forms of ID provided to Kemp & Co

Service Required

<p>Tenant Find & Set Up Service</p> <p>Fixed Fee £</p> <p>Plus VAT <input type="checkbox"/></p> <p>Quarterly Inspections <input type="checkbox"/></p>	<p>Rent Collection</p> <p>Set Up Fee £</p> <p>Commission %</p> <p>Plus Vat</p>	<p>Full Management</p> <p>Set up Fee £</p> <p>Commission%</p> <p>Plus Vat</p>
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Landlord's Declaration

I/We confirm that the details given on this form are true to the best of my/our knowledge.

Landlords Signature (s)

.....

Date

<p>Signed off by</p> <p>-----</p> <p>On behalf of Kemp & Co Property Ltd</p>
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Managed & Rent Collection Landlords Only

RENT GUARANTEE COVER

In addition to the initial six months free Rent Guarantee, we are able to offer you an upgrade to a 12 months cover for a fee of £55 plus VAT. This is significantly less than the rate we are able to offer you at the point of renewal. Please clearly indicate if you would like to upgrade to a 12 months cover from the outset.

Please upgrade my Rent Guarantee to 12 months at a cost of £55 plus VAT (fees will be deducted from the rent).

I do not wish to upgrade my Rent Guarantee & understand that this rate will not be available at the point of renewal.