

hudson
moody
wass

Landlord Information

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Hudson Moody Wass is one of Leeds' most experienced and dedicated property agencies

With employees as members of the National Association of Estate Agents (NAEA) and the Association of Residential Letting Agents (ARLA) we are well placed to advise on an important financial asset.

With offices in the heart of the city, we attract tenants locally and nationwide in addition to our corporate clients and pride ourselves on providing a friendly, professional service which is second to none.

We combine extensive local knowledge with a detailed understanding of the intricacies and legal pitfalls of renting residential property. We handle a wide range of properties across Leeds from small studios to large detached homes, both furnished or unfurnished.

We value personal contact and combine this with the latest technology enabling us to rent your property quicker, for the best price, and ensure it is managed professionally and correctly during the course of the tenancy (let only available if required). Our service is designed to take as much stress out of the whole process as is possible, both for landlords and tenants.

The Next Step

It is important to arrange a rental inspection to assess your property's potential and to advise on any necessary changes which could increase its income or ensure a faster let. If you are buying off-plan don't worry, we are well skilled in investment advice and are used to advising on a property's rental prospects from the developers brochures or plans.

Furnished or Unfurnished?

We generally find tenants looking for one or two bedroom properties look for furnished, whilst three or four bedroom properties appeal to families who may have owned their own property before and are looking for something unfurnished.



Marketing

The better your property is presented in terms of décor and furnishings (if furnished), the quicker it will let and the higher the rental price it will achieve. With a fiercely competitive market, there is much to choose from and a property in a poor state will be low down on any prospective tenants list.

The following may help:

- Walls should be neutral in colour, ideally cream or white. Floor covering neutral, whether carpet or laminate.
- Window dressings whether blinds or curtains should also be in neutral colours.
- Kitchens and bathrooms should be clean and modern. Showers are a must.
- Irrespective of furnished or unfurnished the kitchen should come with a minimum of cooker/oven and hob, washing machine and fridge (preferably fridge/freezer).

Hudson Moody Wass' dedicated lettings department advertise in the local press in addition to the internet, which is playing a larger and larger part in attracting quality tenants,

particularly if moving from outside the area. Not only do we have our own successful website, www.hmwass.co.uk but we promote your property through all the largest internet portals in the UK www.rightmove.co.uk, www.zoopla.co.uk, www.findaproperty.com, www.globrix.com, www.propertylive.co.uk, www.primelocation.com as well as dozens of others!

Our Services

Introduction Only

This service includes finding a tenant and negotiating a rent as follows:

- Preparation and distribution of details
- Internet and local press advertising
- Accompanied viewings
- Erection of a letting board
- Referencing prospective tenants
- Prepare and arrange signature of tenancy agreement
- Demand and collect first months rent and deposit

Full Management

A comprehensive service which includes all of the above plus:

- Compile full inventory and condition report.
- Arrange necessary gas and electrical inspections and certificates.
- Arrange for meter readings to be taken at beginning and end of Tenancy and utility companies informed.
- Collect rent and issue monthly statements to landlord for the duration of the Tenancy.
- Regular inspections.
- Carry out check-out inspection at end of tenancy and assess any damage before returning the deposit.
- Provide a statement of income and expenditure at the end of each financial year.
- Deal with day-to-day maintenance matters and repairs.

Landlords Responsibilities

Mortgage: You must have consent from your lender to rent out your property.

Lease: Ensure the head lease (if the property is leasehold) allows you to sub-let and gain consent from the freeholder or managing agent if necessary.

Insurance: It is a legal responsibility to have the building insured. Whilst contents insurance is not legally required, we would recommend it along with liability insurance cover.

Inventory: If managed, Hudson Moody Wass will compile a full inventory and condition report. Keys: Hudson Moody Wass will need a minimum of 3 full sets of keys.

Information: A file containing instructions for all appliances within the property must be supplied to the Tenant.

Electrical Safety Regulations

The Electrical Equipment (Safety) Regulations 1994 require any person supplying electrical equipment to ensure that it is safe.

Examples include:

- Cookers
- Kettles
- Toasters
- Washing machines
- Immersion heaters

Hudson Moody Wass recommends that electrical appliances (PAT test) are inspected every 3 years and a certificate kept on file. Fixed wiring should be checked every 5 years.

There are criminal penalties for landlords who



do not comply. The maximum penalty for non-compliance is a fine of £5000 and/or imprisonment.

Gas Safety Regulations

It is important that all Landlords are aware of the Gas Safety (Installation and Use) Regulations 1994.

- Only Gas Safe registered (formally CORGI) engineers are allowed to carry out work to any gas appliance or fitting.
- All Gas appliances must be checked annually by a Gas Safe registered engineer and a certificate issued.
- Tenants must receive a copy of the Landlords Gas Safety Certificate at the commencement of the Tenancy and within 28 days of renewal.
- Gas appliances with open flues must not be installed in a bedroom, bathroom or shower room, or any other room used for sleeping.
- Instructions should be provided to the Tenant for any installed gas appliance and a key available where the gas meter is installed in a lockable meter box.
- Specific safety checks and tests must be carried out after any work has been carried out. There are criminal penalties for landlords that don't comply. The maximum penalty for non-compliance is a fine of £5000 and/or imprisonment.

Furniture and Furnishings Regulations

With effect from 1st March 1993 all landlords of

residential property must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1993). This requires that upholstered furniture made after 1950 must be fire resistant and have passed an ignitability test.

This regulation applies to:

- Sofas.
- Beds including mattresses and headboards.
- Sofa beds and futons.
- Scatter cushions & seat pads (eg on dining chairs).
- Pillows.
- Loose covers for furniture.
- Garden furniture suitable for use in a dwelling.

It does not apply to:

- Furniture made before 1950 as materials used before this date are not considered hazardous
- Bed clothes including duvets.
- Loose covers for mattresses.
- Pillow cases.
- Curtains.
- Carpets.

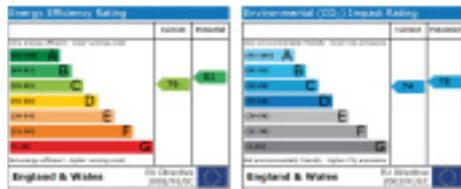
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What is an EPC?

EPCs will provide information on a building's energy efficiency using a sliding scale – 'A' being



the most efficient, to 'G' the least efficient. In addition to the Energy Efficiency Rating (relating to running costs), the EPC will also show the Environment Impact Rating (relating to the carbon dioxide emissions). An EPC report will make recommendations of how you can improve the rating of your property however; there are no statutory requirements to carry out any of the recommended energy efficiency measures.



Only qualified, accredited domestic energy assessors and qualified, certified home inspectors can produce EPCs for domestic properties. They analyse how homes are constructed, insulated, heated and ventilated, and the type of fuel being used.

Once your property has been given an EPC, it gets a unique number and is registered on a national database by the assessor. You can download extra copies by using the report reference number on the top right-hand side of the certificate.

EPCs for Landlords

As from 1st October 2008, it is compulsory that all properties 'to let' have an EPC.



EPCs are valid for 10 years and can be reused for new tenants as many times as required within that period. A landlord may choose to commission a new EPC if improvement works have been carried out, but there is no legal requirement to do so.

Hudson Moody Wass use accredited DEA's (Domestic Energy Assessors) who are registered with the appropriate accreditation scheme.

Tax Issues

Hudson Moody Wass are not tax advisors therefore we recommend landlords seek independent advice on this issue, however you may find the following information useful.

For tax purposes, any rent derived from the letting of property is treated as income and may be taxable. Financial records should show all income and expenditure incurred as a result of letting the property. All profits made from the letting of property should be added to your taxable income.

Certain expenses may be offset against the rental income if incurred wholly and exclusively for the purpose of the let. These include:

- Ground rent, council tax, water rates, insurance against loss of rent, buildings and contents insurance.
- Repairs, maintenance and renewals. Includes expenses that prevent the property from deteriorating but not the cost of improvements which are classed as capital expenditure.

- Finance charges, including interest on a loan taken out for the purchase of a rental property.
- Legal and professional costs including Letting Agent's fees, Accountants fees and solicitors fees to evict an unsatisfactory tenant.
- If your property is let furnished you may claim a wear and tear allowance of 10% of the net rent. Useful notes on self-assessment
- 30th September is the deadline if you wish the Inland Revenue to calculate the tax due for you for the financial year ending 4th April.
- 31st January of the following year is the deadline for tax returns and payments for the financial year ending 4th April.

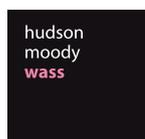
Non Resident Landlords

Different tax rules apply to non-resident landlords. The Taxes Management Act 1970 has been replaced by the Non Resident Landlord Scheme 1996 (NRL) operated by the Financial Intermediaries and Claims Office (FICO). This scheme applies to landlords whose usual place of abode is outside of the UK. This includes HM Armed forces and other Crown Servants who are based abroad.

The Managing Agent is required by law to deduct basic rate tax from the income of Non – Resident Landlords. These monies must then be paid to the Inland Revenue on a quarterly basis. If the rent does not go via the Managing Agent and goes directly to the Landlord, the Tenant becomes liable for the Landlord's tax. Hudson Moody Wass believe this is unreasonably onerous for a Tenant therefore do not offer the Introduction Only service to Non – Resident Landlords.

It is possible for a non-resident landlord to apply for approval from the Inland Revenue to receive their rental income gross (with no tax deducted). More information and an application form can be found on the Inland Revenues website at www.inlandrevenue.gov.uk.

Hudson Moody Wass would be delighted to discuss any of the points raised or any specific requirements for letting your property. We can be contacted at 4 Park Square, Leeds, LS1 2NE, on 0113 245 7887, or visit www.hmwass.co.uk.



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