

Landlords Guide  
for letting your property.



[www.hughshaw.com](http://www.hughshaw.com)

# A brief guide for Landlords



There are a number of important factors to consider before letting out your property and our invaluable knowledge and expertise of over 40 years in the London property market will provide you with the correct advice you will need to let your property safely and quickly.

We can help explain your rights and responsibilities as a landlord and help prepare your property for letting. We will then guide you through the key aspects including the legal documentation, health and safety compliance, how we protect your tenant's deposits, consent to let, insurance and tax issues and much more.

This brief guide will help you understand what is involved to prepare your property for letting in the buoyant and competitive Central London market. In the event you are considering renting your property in the near future please contact us on 0207 724 5566 or [lettings@hughshaw.com](mailto:lettings@hughshaw.com)

We pride ourselves on the property services we provide and you can read some of our recent reviews at Google to see how pleased our landlords and tenants have been.

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ESTD 1977

BAKER STREET

# A brief guide for Landlords



## Preparing your property to let

Presentation is paramount when letting your property in London's competitive and fast moving market.

- Consent to Let (freeholder or lender)
- Clean and freshly decorated
- Declutter
- Neutral Décor
- Windows cleaned
- Furniture
- Repairs
- Improvements

Before you get going you should check that you have consent to let your property from the freeholder of the building and/or if you have a mortgage from your bank or lender. You will need to check with them as this may have numerous legal implications if consent has not been given.

In general properties should be clean and clutter free for viewings. All repairs should have been carried out and any furniture and lighting updated where possible. The property should look fresh, neutral, minimalistic and inviting to attract a tenant. It is also a good idea to have all the windows cleaned to maximise natural light and views. Any improvements you can make will help to make your property stand out.

With over 40 years' experience we are experts in assisting Landlords to prepare, let and manage their properties.

# A brief guide for Landlords



## To furnish or not to furnish

If you are intending to furnish your property, speak to us first. We can advise you best how to furnish your property.

- Furniture Removal
- Furniture Installation
- Fire Regulations Compliance

As a landlord, you have the option to rent unfurnished, fully furnished or part furnished. In many cases a furnished property is usually more appealing to tenants, particularly if the property is small ie 1-2 bedrooms.

We find that with some of the larger properties 3-4 bedrooms, in some cases (not all) tenants prefer it to be only part-furnished or unfurnished as they may like to move their furniture with them. This is usually the case when they are relocating from overseas or if they are having substantial works to their own property.

We have lots of experience advising and assisting Landlords with arranging the removal of furniture and advising, ordering and overseeing new furniture installation to help let your property quickly.

# A brief guide for Landlords



## Finding your tenant

We will use a range of methods (old and new) to market and promote your property to a wide audience

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- Our Website
  - Property Portals
  - Social Media
  - Office Window Display
  - In-house marketing material & literature
  - Email Alerts & Notifications

Once you have instructed us and your property is ready to let, we will then commence marketing. Using a range of both digital and traditional methods we will promote your property to a wide audience including our contacts of Relocation Agents and Embassy Housing Officers.

We are also fortunate to have passing footfall from our conveniently located office in between Baker Street & Marylebone stations. Tenants regularly pop in or look in our window to see our latest instructions or register with us for future instructions.

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0207  
724 5566

OFFICE TELEPHONE NO.

# A brief guide for Landlords



## Landlord's Costs

There are a number of costs to consider as a landlord when preparing and letting a property.

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- Letting Agent Fees
- Income tax
- Maintenance, Repair & Upkeep
- Landlord insurance
- Safety Certificates
- Energy Performance Certificates (EPCs)
- Inventory Costs
- Documentation & Referencing Charges.
- Void periods

Preparing and maintaining a property can be an expensive business and it is important that you understand all of the costs you will encounter to prepare your property for the market and for once the tenancy has commenced.

To understand and realise the potential return on your investment or property you will need to take these costs into account as there are a number of deductions to be made from the rent as for which as a Landlord you will be responsible for.

# A brief guide for Landlords



## Landlord Compliance

There are a number of important points to cover to ensure your property is compliant and ready for letting.

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- Gas and electric safety checks
- Smoke Alarms
- Fire Blankets
- Carbon Monoxide Detectors
- EPC (Energy Performance Certificate)
- Window blind fasteners
- Furniture


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As a Landlord, you will be responsible for ensuring that your property is fully compliant with all health and safety matters of which there are many. As members of ARLA/Propertymark, we are here to help you with our knowledge and expertise amassed over some 40 years.

As part of the process, we will undertake an assessment of your property and either advise or arrange for EPC's (energy performance certificates), gas and electrical safety checks, smoke alarms, fire blankets, carbon monoxide detectors, window-blind safety fittings so that your property is compliant and is let safely.

In 2020 there will also be the introduction of the EU Anti Money Laundering Fifth Directive for letting agents to adhere to and this will now include due diligence to be conducted upon both Landlords and Tenants.

# A brief guide for Landlords



## Documentation & Deposits

We are experienced in drawing up legal documents and dealing with deposits.

- Tenancy Agreements
- Holding Deposits
- Security Deposits
- Deposit Registration
- Notice Periods
- Form 6a
- Rent Collection
- Tax Advice

We have years of knowledge and understanding of drafting the legal documentation connected to a letting. In addition to the Tenancy Agreement there is additional supporting documentation to be drafted and many of these documents are date sensitive and are to be served before, during and at the expiration of the tenancy at specific junctures. These include deposit registration and notices for possession at the end of the tenancy.



# A brief guide for Landlords



## Tenancy Agreement, Rent & Deposit

There are numerous legal documents associated with a letting.

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- Tenancy Agreement
- Prescribed Information
- Deposit Registration
- Rent Demands
- Form 6a

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Once a suitable tenant has been found, we will then apply for the statutory references and undertake the Right to Rent in the UK check. Once these have been received and approved by you, we will draw up a Tenancy Agreement noting any relevant dates, frequency of the rental payments, deposit details, length of tenancy and any notice periods (if agreed).

Deposits for assured shorthold tenancies are now restricted to no more than the value of five weeks' rent if the annual rent for the tenancy is less than £50,000 and no more than six weeks' rent if the annual rent is over £50,000. Deposits for tenancies which do not come under the Housing Act 1988 are not restricted, but are commonly the equivalent of six weeks' rent.

If we are to manage the property we shall register the deposit with the Tenancy Dispute Scheme (TDS) of which we are members.

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# A brief guide for Landlords



## Property Management

We manage a wide portfolio of properties across Central London for both local and overseas Landlords.

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- Administration
- Compliance
- Cleaning
- Contractors
- Redecoration
- Repairs
- Maintenance
- Utilities
- Tax filing
- Service charge payments
- Furniture removal / installation

Letting and managing a residential investment property is time consuming and requires a wealth of experience, knowledge and attention. At Hugh F Shaw & Co our lettings team have this in abundance and this is why many of Client's refer their family and friends to us because they know they can trust us to look after their home or investment. Peace of mind is priceless where property is concerned. Take a look at our google reviews to see for yourself.

We offer Landlords a very competitive fee for a first class service. To let and manage your property we charge only 12% including vat. More information can be found at our website [www.hughfshaw.com](http://www.hughfshaw.com).

12% INC VAT

FULLY MANAGED

# A brief guide for Landlords



## Our Fees

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Tenant Find &  
Rent Collection Service  
9% inclusive of vat

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Fully Managed Service  
12% inclusive of vat

For over 40 years we have worked closely with a wide variety of private Landlords throughout Central London providing them with a high level of service and expertise for a very competitive fee.

For a more comprehensive look at our fees and charges please visit our website or request for a copy to be sent to you.

Or if you are thinking of letting your property please get in contact with one of our team who will be pleased to talk you through our services and fees.

[www.hughfshaw.com](http://www.hughfshaw.com)

9% INC VAT

TENANT FIND & RENT COLLECTION

# A brief guide for Landlords



## Our Membership

As trusted and approved members of the following professional bodies our firm endeavours and ensures to uphold the highest of standards, to be honest and helpful and to be fully up to date with the latest legislation.

We work hard to ensure that you rent your property legally and safely and to provide you with the highest level of integrity and service.

National Association of Estate Agents (NAEA)

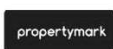
Association of Residential Estate Agents (ARLA)

Client Money Protection (CMP)

Independent Redress Scheme - The Property Ombudsman (TPO)

The Property Ombudsman (TPO)

The Tenancy Dispute Scheme (TDS)



LETTINGS &  
MANAGEMENT

OVER 40 YEARS EXPERIENCE