



VILLA LUXE
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LANDLORD GUIDE

LANDLORDS RIGHTS & RESPONSIBILITIES

As a landlord, you must be aware and fully understand your rights and responsibilities. Below is a list of the obligations that will be highlighted on the tenancy agreement that you and your tenant/s will be required to sign.

1. Tenancy Deposit Protection Scheme
2. Accessing the Property with tenants in situ
3. Preparing the property
4. Maintenance and general safety of the property
5. Licensing

Tenancy Deposit Protection Scheme

By law, your tenants deposit must be protected by a government approved tenancy deposit scheme. Should you wish for us to be your Managing Agent, we will ensure that the deposit is protected on your behalf. Upon the tenancy coming to an end, we will handle the usual Check-Out process to ensure that any issues/damages are recovered. In the event of a dispute, the deposit will be held in the scheme until the issues have been resolved by the Agent or by the arbitration service. Alternatively, should you wish to use one of our other services, it would be the landlord's responsibility to ensure that the deposit is adequately protected by one of the government schemes. Once the deposit has been protected, it is a legal requirement that the tenants are provided with the Deposit Registration Certificate along with the relevant Prescribed Information.

Accessing the Property

Should you wish to access the property for whatever reason, you must provide the tenants with at least, 24 hours/ notice in advance. However, in the event of an emergency, this may not always be the case, as access will need to be made available for our contractors to attend or if our Property Manager needs to view the property should there be an urgent maintenance issue which may or may not affect the neighbouring properties.

Preparing the Property

You need to ensure that the property is in a good and habitable condition for your tenants. Before renting out the property, you need to decide if the tenancy will be furnished, part furnished or unfurnished and what items you would like to leave in there (bed/sofas etc.). Make sure the following are taken care of:

- Any clutter and unneeded items are removed
- Ensure doors/windows have secure and modern locks
- Repair fixtures and fittings
- Make sure appliances in the property are in working order – replace parts or appliance/s if required
- Refresh the property if it is in need of redecoration

- Replace any non-working light bulbs

Maintenance and general safety of the property

It is the landlord's responsibility to ensure that the property is safe and habitable for all tenants and that it is in a good state of repair as to avoid any injuries occurring whilst tenants are living in the property. A landlord must also comply with his/her duties to carry out any necessary repairs as and when required and as advised by the Agent.

Some of these duties include:

1. **Annual Gas Safety Inspections** – It is a legal requirement for the gas supply and any gas appliances within the property are inspected annually by a Registered Gas Safe Engineer. It is the responsibility of the Landlord to ensure that these are arranged as and when required, prior to the existing certificate expiring. Once the inspection has been carried out, the Landlord and the Tenant/s should each be provided with a written report on the condition of each appliance or in other words the valid Gas Safety Certificate.
2. **Electrical Safety** – It is also a legal requirement for an electrical safety check to be carried out prior to the commencement of a tenancy. This must only be conducted by a competent tradesperson. Landlords have a legal obligation and a duty of care to tenants to ensure that the electrical installation and the electrical equipment in the property are safe to use at all times.
3. **Furniture** – If a property is offered on a fully or part furnished basis, the furniture must meet the guidelines set under the Furniture and Furnishings Fire and Safety Regulations 1988 (as amended 1993).
4. **Health & Safety** – Should there be any issues relating to the general structure of the property or fundamental aspects of the property such as bathroom related disrepairs, heating or water pipes, it is therefore the landlord's responsibility to ensure that these are dealt with as resolved as soon as such issues have been brought to the Agent's attention. A Housing Health and Safety Rating System (HHSRS) inspection may take place if a complaint is made on the grounds of health and safety hazards. Post inspection, you may be issued with a list of actions that you may be required to undertake in order to ensure that the property adheres to the minimum living standard/s. Installation Survey or Portable Appliance Testing (PAT) has been carried out for all electrical devices. Water supply must be in proper working order.

Licensing

If your property is a house of multiple occupancy (HMO), you must have an HMO license. The licencing can vary depending on the local authority. We would advise you to speak with our team if you're unsure whether your property is classed as a HMO. we who will be able to inform you whether a license is required and what you need to do in order to obtain one.

Additional Duties / Responsibilities

The following responsibilities must also be adhered to:

- You must abide by the terms outlined in the tenancy agreement.
- Maintain the property as per the statutory requirements and as recommended by the Agent
- A landlord must supply an up to date EPC where an existing one has expired



- A landlord must not discriminate tenants due to their race, gender, sexual orientation or religion
- Pregnant and disabled tenants must receive fair and equal treatment
- A landlord cannot change the locks without informing tenants
- Landlords are strongly advised to take out letting specific buildings contents insurance cover against any personal injuries claims by tenants, their visitors or tradespeople while in the property

Based on the above, it is clear that there are a number of responsibilities that landlords must be aware of and carry out when letting out their property. As a result, landlords prefer to use a letting agent to manage their rental property on their behalf. Our Property Management service assists with routine and non-routine property visits, repairs, deposits, safety checks, general maintenance etc. In doing so, this enables you to be up to date with your responsibilities and ensure that the tenancy is well managed and tenants are happy.