



Peachproperties.com

53 Bethnal Green Road, Shoreditch, London, E1 6LA

020 7739 6969

info@peachproperties.com

Our Lettings Process...

- Free valuation and advice on furnishings, fire & gas regulations.
- All viewings accompanied by a representative 6 days a week, at your convenience. We can either hold keys or pre-arrange appointments with you.
- Negotiate the best terms between the potential tenant and yourself.
- A six-week's holding deposit is then secured. We appoint an approved credit reference company to credit score the applicant and check for any adverse credit history or CCJs. They also check employers and previous Landlords thoroughly and can offer a rent guarantee, should you wish? We enclose a Homelet leaflet, which further clarifies the service they offer. We can also arrange a Landlord and tenant meeting prior to move in, at your request.
- We will then arrange an appropriate move in date and advise council tax and utility providers of the new tenancy. Please ensure that we are given this information prior to tenancy so that we can write to them to confirm.
- Registration of the tenants deposit with a government-approved scheme is the Landlords responsibility, although we are happy to assist in the registration and offer advice on the various schemes on offer.
- An Assured Shorthold Tenancy contract will then be drawn up. This can be tailored to your requirements, although much of its content is statutory.
- On the arranged move in day the first month's rent in advance and six weeks security deposit will be paid to us in cleared funds and keys released. You will receive payment within five working days, along with a statement of account.
- Relevant standing order mandates for rent payments will be sent to the tenants bank so that monies will be guaranteed into your account on time, hassle free on a monthly basis.
- Once the tenancy has begun your tenants will liaise with you directly on any maintenance/management issues, unless of course you have chosen our management service

Lettings and Property management...

This includes the LET ONLY services plus...

- On Managed properties we must have a full inventory in place before commencement of the tenancy. We can recommend a specialist Inventory Company who can offer a comprehensive service from as little as £80.00.



- The tenants will contact Peach Properties should they have any enquiries or problems. We will then immediately contact you, if necessary, and respond to the tenants within 48 hours, giving you a 'no hassle' let.
- Full rent collection, with payment to Landlord each month by bank transfer. A statement of Account is sent to the Landlord by our Accounts department either by post or email.
- Registration of the Landlord details and the tenant's deposit.
- Payment of service charges or any other bills and re-routing mail.
- General repairs, redecoration work, cleaning or household problems. Peach has a team of qualified professional trades-people on call to us 24 hours a day. Please note that we do not instruct any works without first contacting you, unless it is an emergency. All work is fully guaranteed by them and at reasonable cost.
- Regular property inspections and a schedule of condition completed. We check in the tenants on commencement of the tenancy and carry out a full check out report on expiry.
- Deal with any insurance claims, including rent default or accidental damage estimates.
- Tenant checkout with full inventory inspection and schedule of condition.

Please note ...

- Before we can commence marketing any property it is a legal requirement to carry out and EPC (Energy Performance Certificate). Landlords & Agents are obliged to show potential tenants this document prior to viewing the property. We can arrange a certificate on your behalf.

Tenant Deposits...

From 6th April 2007 it is a legal requirement for the Agent to protect the Tenants deposit with an insurance based, Government administered scheme. This is applicable whether the Agent or the Landlord holds this deposit for the term.

We are legally bound by this scheme; otherwise either you or Peach could be fined three times the initial deposit amount. We must formally inform the tenant on commencement of tenancy where the deposit is to be held.

Unfortunately, as with any insurance policy there is a premium to pay. This is currently £35.00, plus VAT per tenancy. This will be charged to you on the initial statement of account after the tenants have moved in. On properties managed by Peach, we will register the deposit on your behalf. If you decide to manage the



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property then it is solely your responsibility to register with a scheme of your choice. Further details on request.

Non-Resident Landlords...

Should you be moving abroad for 6 months or longer and are considering renting out your property you must complete the enclosed NRL1 form and forward to your tax office immediately, and advise our accounts department of this.

The Non-resident Landlords Scheme is a scheme for taxing the UK rental income of non-resident landlords. Peach Properties is legally obliged to file a tax return stating the name and address of our clients unless you have been issued with exemption certificate by HM Revenue & Customs. Please ensure we have a copy of this with an approval number before commencement of any new tenancy. The scheme requires UK letting agents to deduct basic rate tax from any rent they collect for non-resident landlords.

For further information please visit www.hmrc.gov.uk/nonresidents

Energy Performance Certificate...

Please note that if you intend to rent a property you now need an EPC certificate by law. From October 2008 EPC's will be required whenever a building is built, sold or rented out. The certificate provides 'A' to 'G' ratings for the building, with 'A' being the most energy efficient and 'G' being the least, with the average up to now being 'D'. The tenant legally is obliged to have this information prior to any viewings.

Accredited energy assessors produce EPC's alongside an associated report, which suggests improvements to make a building more energy efficient. We can instruct an EPC on your behalf for just £80 including VAT. For further details please visit epc.direct.gov.uk