

## **THINKING OF LETTING OVER THE COMMONWEALTH?**

**Thank you for choosing HT Homes Letting Services Ltd to market your property.**

**Our aim is to provide the highest standard of service to our Landlords and a smooth changeover when a prospective tenancy is in place. To assist us in this matter, we would ask that the following information be made available to our representative at the time that your paperwork is completed and signed.**

- **Electricity Supplier, Account Number, Meter Number & Meter Location - Gas Supplier, Account Number, Meter Number & Meter Location.**

*If the relevant information is not provided, the utility companies will not allow HT Homes to transfer supplies from your name to the tenants which may result in your being held responsible for the tenant's usage, A copy bill is most helpful and gives all the information we need. If the meter is a pre-payment meter then please ensure that the key is left in the meter or the payment card is given directly to Kingdom Estates.*

- **Keys**

*3 sets of keys should be made available to our representative to enable viewings, erection of boards and to enable the relevant inventory, gas safety inspection & smoke alarm requirements to be arranged when we have a prospective tenant. Please ensure that all 3 sets have been checked and are fully operational.*

- **Smoke Alarms**

*Full details of how many smoke alarms are present within the property and if they are mains interlinked or battery operated. Legislation will dictate the number and type of smoke alarms required. Our representative will discuss this with you. It is imperative that tenants can access smoke alarms to test and change batteries (if necessary please ensure ladders are available).*

- **Bank Details**

*Bank name, account number and sort code are required to enable the relevant payment to be made to your account upon signing a lease agreement with a tenant.*

- **Ownership**

*We require full details of all owners of the property. Each owner is regarded as receiving an equal share of the rent so far as the Inland Revenue are concerned. Our representative will discuss with you the tax implications of being a non UK resident landlord.*

- **Property Presentation**

*To create the best impression in your photographs and at viewings it is essential that the property be presented in a clean and tidy condition with all beds made. If you are still occupying the property then it is beneficial to de-personalise as much as possible.*

- **New Build Properties**

*If your property is less than 12 months old and contains gas appliances then proof of safe installation of all gas appliances must be supplied before a lease agreement is signed. A landlord's gas safety inspection will then be required 12 months from the date of installation.*

- **EPC's**

*As from 4th January 2009, an Energy Performance Certificate (EPC) is required to be carried out before a property is let, HT Homes can arrange this for you at a cost of £65 +VAT, alternatively if you already hold an EPC for your property please provide this in a pdf format to the office.*