



PKC LETS



Information for Landlords



As the largest landlord in the area with over 7,000 properties, Perth and Kinross Council has a wealth of experience in letting and managing properties and tenancies.

The Council launched an innovative social letting agency scheme called 'PKC Lets' in April 2010. Through this initiative, we are offering letting, property and tenancy management services to private sector landlords for the first time.

PKC Lets is managed by the Council's Private Sector Access team and will compliment the Rent Bond Guarantee Scheme which was launched in September 2009. As at February 2011, more than 250 tenancies have been created through a combination of these two initiatives.

The Private Sector Access Team will provide landlords with a free initial consultation which will include information on options for working in partnership with Perth and Kinross Council and advice on landlords' obligations and responsibilities in relation to property conditions and tenancy management.

For landlords who wish to appoint PKC Lets as their agents, we are offering a choice of three service packages in addition to the free initial consultation.

Marketing Only Service

There are more than 5,000 individuals and households registered on our housing list and many of these applicants are increasingly looking to the private rented sector to offer housing solutions due to the shortage of available Council houses.

Perth and Kinross Council has launched an innovative [Housing Options Portal](#) which is designed to be a 'one stop shop' for quality, affordable housing options in the private sector.

The Marketing Only Service includes the following elements;

- ⇒ Advertising on the Housing Options Portal
- ⇒ Marketing within the Council's Housing Advice Centre and other customer contact points
- ⇒ Circulation of property details to pre-approved tenants

This service is free to members of the Perth and Kinross Landlord Accreditation Scheme.

Marketing and Tenancy Set-Up Service

The Marketing and Tenancy Set-Up Service will appeal to landlords who are looking for an affordable outlet to advertise their properties and assistance to set up a tenancy but who would prefer to manage their properties themselves on an ongoing basis.

The Marketing and Tenancy Set-up Service includes the following elements;

Property Inspection

- ⇒ We will visit and inspect the property and prepare a schedule of particulars including photographs.
- ⇒ We will prepare a detailed inventory of contents/condition which will include digital photographs. The inventory will be signed off by the landlord and tenant prior to the creation of a tenancy and will be accepted by all parties as a definitive statement of the condition of the property and its contents.

Advertising

- ⇒ The property will be advertised on the Council's 'Housing Options' portal and within our Housing Advice Centre Property Shop. We will arrange advertising within other locations or outlets at the landlord's request. Details of the property will also be circulated to appropriate, pre-approved prospective tenants.
- ⇒ We will deal with enquiries and arrange and undertake accompanied viewings with prospective tenants. Viewings can be arranged Monday to Friday between 8.00am and 5.00pm. Evening and weekend viewings will be available by arrangement.

Tenant Referencing

- ⇒ We will carry out various checks and seek appropriate references in respect of prospective tenants. These will include obtaining proof of ID (passport or driving licence), employment references and tenancy references from previous private/social sector landlords. Where necessary, we may seek a guarantor.
- ⇒ Whilst our aim is to take every care in selecting a suitable tenant, Perth and Kinross Council cannot accept responsibility for non-payment of rent or other default by the tenant, or any associated legal costs incurred in their collection. An insurance policy is recommended for this eventuality.

Tenancy Agreements

- ⇒ We will draw up the tenancy agreement and associated pre-tenancy notices and we will arrange and oversee the tenancy sign-up. Unless a landlord has a specific requirement, all tenancies will be in the form of a Short-Assured Tenancy with an initial contractual period of six months. Tenancies will renew by *tacit relocation* either on a month to month basis or for further periods of 6 months.

Rent & Deposit

- ⇒ We will collect the first month's rent and deposit prior to the tenancy agreement being signed. If the landlord does not want an ongoing management service, the first month's rent and the deposit will be transferred to the landlord along with original, signed copies of all of the relevant tenancy documentation.

Property and Tenancy Management Service

The Property and Tenancy Management service will be available to landlords who have taken advantage of the Marketing and Tenancy Set-Up service at an additional cost. Landlords utilising the Marketing and Tenancy Set-Up service may also wish to utilise the Property and Tenancy Management Service in relation to any other properties that they have, even if these already have tenants in place.

The Property and Tenancy Management service includes the following elements;

Administration

- ⇒ We will collect a cash deposit equivalent to one month's rent from the tenant prior to the signing of the tenancy agreement. We will hold the deposit in a designated deposit account for the duration of the tenancy. Landlords should be aware that the Scottish Government is considering introducing a mandatory Tenancy Deposit Protection Scheme. Following the introduction of such a scheme, we will deal with all aspects of collecting and transferring deposits to the Tenancy Deposit Protection Scheme.
- ⇒ At the conclusion of the tenancy, we will re-inspect the property to check for damage and dilapidations, making reference to the inventory.
- ⇒ We will collect rent monthly in advance from the tenant(s) and the balance of the rent less any costs incurred will be paid by electronic transfer into the landlord's nominated bank account within 10 working days of the funds being received by us. Where tenants are in receipt of Local Housing Allowance, payments will be made four weekly in arrears.
- ⇒ We will monitor rent arrears and take appropriate action to recover arrears where necessary. Landlords should note that they may incur legal costs to recover rent arrears.
- ⇒ We will supply the landlord with a monthly statement and 'Statement of Income and Expenditure' at the end of each tax year.
- ⇒ When letting property and collecting rents for landlords who reside overseas, we are obliged by the Taxes Management Act 1970 (or similar provisions of any future tax legislation) to deduct monies (currently equivalent to 24% of the gross rent) to cover any tax liability. In this situation, we may also request that the landlord appoints a suitable qualified accountant in order to manage correspondence with the Inland Revenue.
- ⇒ If it becomes necessary to recover possession of a property for any reason, we will prepare and arrange for the service of the required documentation including a Notice to Quit, AT6 Form and a Section 33 Notice. Landlords should note however, that we are not in a position to offer legal advice or services. As such, if it becomes necessary to raise proceedings for recovery of possession in the Sheriff Court, landlords should arrange their own legal representation if required.
- ⇒ Upon termination of a tenancy, we will inspect the property and, making reference to the inventory that was completed at the start of the tenancy, we will assess whether any deductions from the deposit are necessary.

Tenancy Management

- ⇒ We will deal with day to day tenancy issues and will be the tenant's first point of contact for general enquiries.
- ⇒ We will carry out a settling-in visit with a new tenant approximately 4 weeks after the commencement of the tenancy.
- ⇒ If the tenant is the subject of a complaint of any kind, we will investigate and take the appropriate action. We will notify the landlord and seek instructions if there are persistent or serious problems with the tenant's conduct.

Property Management

- ⇒ We will deal with day to day maintenance issues and will be the tenant's first point of contact for repair and maintenance enquiries. We will provide a 24 hour emergency repair response service.
- ⇒ Where the estimated value of the repair or replacement is less than £100, we will arrange the work without seeking the prior consent of the landlord. Where possible, we will instruct one of the landlord's preferred contractors. If the landlord has not named a preferred contractor that is able to undertake the required work within a reasonable timescale, we will instruct a competent contractor that has an established working relationship with Perth and Kinross Council.
- ⇒ Where the estimated value of the repair exceeds £100, we will obtain quotations and seek approval from the landlord to proceed with the work. If the work is required in order to ensure that the property complies with the Repairing Standard, the landlord must proceed with the works irrespective of the cost.
- ⇒ We will carry out periodic inspections of the property every three months from the start of the tenancy. It should be noted that during these inspections, it will only be possible to identify obvious defects. We cannot accept responsibility for hidden or latent defects.
- ⇒ If a property has an active gas supply, we will arrange an annual gas safety test for the property using the landlord's preferred contractor. The cost of the gas safety test will be deducted from the rental income that is transferred to the landlord.

Keys

- ⇒ We require three complete sets of keys for the property. Two sets of keys will be passed to the tenant and we will retain one set (subject to the tenant's agreement).
- ⇒ Tenants will be asked to sign a 'Key Agreement Form' which gives consent to the agent/ landlord to retain a set of keys for the property and outlines the circumstances in which the agent/landlord may make use of the keys.
- ⇒ If necessary, we may arrange for an extra set of keys to be cut. The cost of the extra keys will either be deducted from the landlord's rental income or will be charged to the tenant depending on the circumstances.

Termination

- ⇒ The landlord shall provide any instructions for the return and repossession of the property at the earliest opportunity.
- ⇒ Landlords should be aware that any tenancy agreement that is entered into on the landlord's behalf is a binding legal agreement for the term agreed.



Scale of Fees & Contact Details

Marketing Only

This service is free to members of the Perth and Kinross Landlord Accreditation Scheme (PAKLAS).

Landlords who are not members of PAKLAS can use the Marketing Only Service to advertise their properties for a fee of **£15 per property**.

This fee provides for 6 weeks advertising on the Housing Options Portal and in our Housing Advice Centre. Landlords must provide full details of the property, images if required and copies of valid safety certificates.

Marketing and Tenancy Set-Up

Please refer to the table below for the scale of fees for this service.

Property Type	Location	Fee
Unfurnished	Perth & Greater Perth	£90
Unfurnished	All areas outwith Greater Perth	£120
Furnished	All locations	£120

Property and Tenancy Management

The cost of the full Property and Tenancy Management Service is **£30 + VAT per calendar month at the current rate**.

This flat rate fee applies regardless of the property type, size or rental value. We will provide a 12 month Agency Agreement and landlords will have the option of paying annually or 6 monthly in advance or alternatively, our fee will be deducted on a monthly basis from the rental income collected.

Where a property becomes available for re-let during the period of the 12 month Agency Agreement, the landlord will not have to pay a further Marketing and Tenancy Set-Up fee—we will advertise the property and re-let it to a new tenant as part of the Property and Tenancy Management Service.

Contact Information

Private Sector Access Team

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