



**PKC
LETS**



PERTH &
KINROSS
COUNCIL

Get Set to Let - Landlords

Managing and letting a property can seem like a daunting prospect, with rules, regulations and hidden costs. However, it can also be a sound investment in the future and it is worth taking the time to get things right from the start of a tenancy.

This 14-point checklist outlines the key steps required to letting a property with PKC Lets and we'll work with you to make sure these things are in place. Completing these steps increases the chances of getting the right tenant quickly and helps us to do our best when looking after your valuable investment.

Have you:

(1) registered as a Landlord?

Landlord Registration costs £55, lasting 3 years from your application date with £11 payable each time you add a new property to your list. You can register our office details as your appointed agent for information privacy.

Visit
www.landlordregistrationscotland.gov.uk

(2) updated your Insurance Company and Mortgage Lender?

You'll need written consent from your lender prior to letting due to restrictions they may have, even if you have a Buy-to-Let mortgage already. As a minimum requirement for insurance you should have buildings cover and public liability insurance, added protection such as legal costs and rent arrears are also a bonus.

Do you have:

(3) mains wired smoke and heat detectors?

Mains powered smoke detectors need to be fitted in all circulation areas of your property along with a heat sensor in the kitchen. This is a legal requirement of the Scottish Repairing Standard. Our team can arrange to get these installed for you as part of our PKC Lets management service if you wish. We can also offer a package if you need other certificates and detectors too.

(4) a Gas Safety Certificate and CO₂ Detector?

A Gas Safety check is required annually and we will notify you each time it's due; annual boiler servicing is handy to have as well so shop around for a package that suits you. If you don't have cover, services can be arranged as and when required. Carbon Monoxide detectors will also need to be installed in appropriate areas too.

(5) an Energy Performance Certificate (EPC)?

This is a legal requirement for all properties sold or let.

We'll need the EPC to be available right away for advertising, viewers and your new tenants but on the plus side this certificate is valid for 10 years! Remember - recently purchased properties include this in the Home Report.

(continued overleaf)

(6) an Electric Installation Condition Report (EICR)?

All tenancies require a fixed mains wiring EICR inclusive of an Appliance Check Report.

(7) our Letting Agreement and Landlord Information Form?

We offer 1 month notice on our letting agreement - *our landlords stay because they want to, not because they have to!* We'll require some key information to process your future rent payments, generate leases and contact you in case of emergencies, so send this back to us as soon as you can.

(8) an overview of repairs or improvements for letting?

A fresh set of eyes on your property is a good way to pick up any snagging issues that may stand out to viewers. We can recommend contractors for works and make suggestions on small improvements if required to maximise rent and to ensure your property is let quickly.

(9) a legionnaires assessment?

Legionella bacteria may contaminate domestic cold and hot water systems and landlords have a responsibility for combatting Legionnaires Disease. We can carry out a risk assessment prior to letting and inform the tenants of their role in ensuring control measures are maintained.

(10) a clean and shiny property?

We are happy to arrange for professional cleaning on your behalf as it is useful to note on the property inventory prior to a new tenant moving. You are welcome to carry this out yourself as long as the property comes to us in a clean, tidy and tenant ready condition.

(11) a property inventory?

Please do let us know of any brand new items in the property for inventory purposes and confirm if all furniture was purchased new after 1988, therefore meeting current fire safety regulations.

(12) mail redirection and spare keys?

We can't always ensure that new tenants will keep your mail so please contact Royal Mail to set up mail redirections.

We'll need three sets of keys - one for our office and two sets for the new tenant.

(13) soft features and finishings?

Adding some soft touches to your property when furnished really inspires tenants to visualise themselves living there at viewings, thus helping get those applications in quickly!

(14) a rent valuation?

Decide on the rent you want to charge per month for your property and PKC Lets will do a full market assessment to support you with this.

Your property is now ready to let with PKC Lets!

What is PKC Lets?

PKC Lets is a lettings agency run by Perth & Kinross Council. It is staffed by experienced, qualified housing professionals who are committed to providing high-quality housing for local people, and a great service for private landlords. PKC Lets can match your property with a suitable tenant, taking all the stress and hassle away from finding a suitable tenant for your property. And because PKC Lets is backed by Perth & Kinross Council, you can have the reassurance that your property will be managed professionally and properly. We will be there to support you if you need us.

We help a wide range of people who are looking for rented accommodation. They don't have to be homeless or on the Council's waiting list.

You can speak to our team by:

Tel 01738 476000

Email privatesectoraccess@pkc.gov.uk

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.