

TIPS FOR LANDLORDS

You have just let your property, although you will have provided your new Tenants with a Tenancy Agreement, why not write to him/her and “Welcome the new Tenant to their new Home”

Suggested letter that you send

Name & Address

Date

Dear

Re: ...*The Property the Tenant is renting*

I hope you have settled down in your temporary home and trust you will have an enjoyable stay there. To ensure a trouble free tenancy I am attaching some brief notes at the end of this letter.

Although the Landlord's contents in the home are insured any neglect on your part could invalidate that insurance, for example, if you were to leave the property unlocked or if a door or window was left open, in which case, you could be held liable.

Your own personal belongings **are not covered by the Landlord's insurance** and I suggest that you take out your own insurance for these. You can find out more about Tenants Insurance by visiting www.jml-property-insurance.co.uk

You can make arrangements via the web, get a quote on line and pay by credit card through this link.

If you have a problem with the workings of any item of equipment, including the hot water system, please would you contact me?

My telephone number is...

If there is any post for the myself or previous occupiers, please can you forward this onto.....
..... All you have to do is cross through the address on the envelope, write re direct to.....and pop it into the nearest post box.

Please make sure that you have provided the Gas & Electricity services with the meter reading when you moved in and you must ensure these services are in your name as this is a condition of the tenancy. You should also make the same arrangement with the Water Company, Council Tax office and British Telecom or telephone service provider.

You are responsible for all keys which should we returned to me at the end of tenancy including

any duplicates. If any keys are missing, then I will have to replace the lock and charge you for this.

Your deposit is refundable at the end of the Tenancy, but would advise that this will probably take several days before you receive it. The repayment will be by cheque. At the end of the tenancy I will pay back the deposit equally to anyone whose name is on the Tenancy agreement (except a guarantor) and if you want it just pay to a nominated individual everyone must advise me in writing.

I hope you will be happy in your new home.

Yours sincerely

Continue the letter with the following notes

NOTES ON AVOIDING PROBLEMS DURING AND AT THE END OF TENANCIES

(These notes should be read in conjunction with the attached letter welcoming you to your new home)

We suggest that you familiarize yourself with the obligations you are responsible for under the tenancy agreement, particularly regarding Rental Payments, Cleaning, Gardening, Noise and Pets. You must pay rental right up until the end of tenancy, unless you have a break/release clause in the agreement. Under the terms of your tenancy, the deposit cannot be used to pay rent.

Please can you pay particular attention to the following:

You will be responsible for leaving the property in a good and clean condition at the end of the tenancy. If the Landlord has employed an inventory clerk, when the clerk checks you out fair wear & tear is taken into consideration

1. **Carpets, Curtains**. You should have the carpets and property professionally cleaned and it is advisable to retain any receipts for this work. Be very careful laundering curtains, because if you accidentally shrink or damage them, you will be charged for replacements. If in doubt seek professional advice before cleaning them. If you are staying in a property longer than 12 months, then it is essential to have these cleaned at least once a year.
2. **General Cleaning** It is a good idea that your cleaners pay attention to dust on skirting boards, condensation stains on windows, frames, light fittings, and bathroom fittings, kitchen cupboards etc. Windows must be cleaned regularly and unless you are in a block of apartments the external glass as well. **If you do not want to do this, please employ a window cleaner.** Ensure that the tops of kitchen cupboards are cleaned. Cookers, grills, oven are clean including under the hob rings. Remember that fat can splash down the sides of cookers. Fridges and freezers should be defrosted regularly throughout the tenancy. This ensures they perform better and ice does not obstruct the opening & closing of compartment doors. **Beware of** washing paintwork with bleach and make sure that lime scale build up is regularly removed from toilets.

3. **Chimneys** Please make sure that these are swept annually, the best time will be after the winter, but under the terms of the tenancy, if there is a working fire at the property, you should retain receipts from the chimney sweep.
4. **Decoration & wall surfaces** If you need to touch up paint during the tenancy or at the end make sure you are using the correct colour and texture. It is no good touching up vinyl silk with vinyl matt. You must obtain consent if you want to hang any pictures etc. If walls are badly marked, you could be charged for redecorating all the room. You must not carry out any redecoration (other than that described above) without the written consent of the Landlord. **Please take great care** when moving furniture about, or when your removal contractors are moving your belongings about. We have found from experience that much of the damage to decoration and doorframes is caused by boisterous children or badly trained pets. Please also take great care with your Landlord's furniture.
5. **Defects of the property** You must notify the Landlord about any defect at the property, or if equipment does not work. You should not call out a contractor yourself to repair an item, unless you broke it and would be responsible for payment.
6. **Gardens** Unless there is not a garden or the Landlord is employing a gardener, you are responsible for keeping the garden in good condition. If the garden is not properly maintained a professional gardener will be employed to put it right and you will be charged. If you are unable to undertake the work, we advise you employ a professional gardener.
7. **Outbreak of fleas, vermin or similar household pests etc** If there is an outbreak of household pests one month after the initial tenancy, it will be your responsibility to have the problem attended to.
8. **Guttering, drainage pipes and cold weather precautions** Please remember you are responsible for paying for the unblocking of waste pipes, keeping guttering cleaned (unless in an apartment) and ensuring the pipes do not freeze up in the winter months. Be very careful not to put boiling fat down sink drains and to clean out gutterings in the autumn. If you leave the property in the cold weather, keep the heating running and if you are going to be away for a few days have the entire system professionally drained down, It is no good just turning off the cold water supply if there is still water in tanks and radiators.
9. **Rental Payments** If you change your bank, please let your Landlord have your new bank details. Remember if your rent is late, you have to pay interest.

Please note this information is provided for guidance only and should not be relied on for accuracy and JML Property Services do not take any responsibility for the content or use of these details with any letting