



You do less,
we do **More**

A Guide to letting
with your
property professional



LARN2106011



More
Management & Lettings

0131 378 2997

www.more-management.co.uk

TO LET





There are many factors to consider when deciding to let your property.

No matter what type of property you are thinking of letting, or experience you may already have, you can be sure that More Management will guide you with the most reliable & genuine advice.

The following pages have a brief overview of our services.



Contents

- Full Management 5
- Let Only 5
- Why Choose More Management 6
- Marketing & Viewings 6
- Selecting Tenants 7
- The Tenancy Agreement 7
- The Deposit 8
- The Inventory 8
- Rent Collection 9
- Landlord Insurance 9
- Compliance & Legal 10
- Overseas Landlord 11
- Contact information 12



Full Management

Let More Management do all the work – we have you covered.

- Advertising – Maximising exposure using the most effective advertising portals & marketing techniques.
- Accompanied viewings – 7 days a week, including evenings.
- Tenant Selection – Securing the right tenant is crucial, More Management believe this is the single most important thing to get right, which is why we do not stop searching until we are fully comfortable with the people.
- Inventory – Digital report compiled on modern software with an average of 400 images.
- Management of utilities & Council Tax accounts.
- Deposit Protection – More Management uses Safe Deposits Scotland.
- Day to day management including rent collection and supplying legal paper work when required.
- Re-let (when required) with final inspection carrying out an in-depth inventory check.

Let Only

For landlords who like to be more involved with tenancy management.

Included in this service is Advertising, viewings, lease preparation, and referencing as detailed above.

Our Let Only service includes an after-sales consultancy element, at no extra cost, on any aspect of the tenancy during the duration of the lease. We are always available to answer your call or email.



Why Choose More Management & Lettings?

In addition to our dedication to providing customer service excellence:

- We love what we do & we enjoy coming to work each day – this shows in our service.
- We are local people with local knowledge, devoted to ensuring you have the best customer experience.
- Our knowledge, instincts & friendly approach allow us to deliver a service unique to the industry.
- We do not strive to be the largest agency in Edinburgh – we strive to show the most integrity & passion on a daily basis.
- We frequently exceed expectations & deliver results that surprise our clients.
- Our processes are supported by the most modern technology which allows our team to work efficiently & transparently with you. Communication & transparency means that you are enabled to feel connected to your property effortlessly.

Marketing your property & Viewings

Ensuring your property has the best exposure and is at the right stage to advertise is crucial. We offer the following:

- We get to know you and your property during an initial no-obligation market appraisal of your property.
- We give specific practical advice on issues such as rental values, furnishings, property presentation and current market trends to ensure your property stands out from the rest.
- Maximum online exposure through advertising portals & social media.
- We offer flexible viewings 7 days a week.
- We believe viewings are a perfect opportunity to assess people to determine sincerity & suitability. We engage with people during viewings to ensure we get the most information during the viewing.
- Pro-active tenant matching, at More Management our aim is to find the right tenant, not simply the first interested person.
- Display a To-Let board at your property, if desired.



Selecting Tenants

At More Management, we feel that securing the 'right' tenant for your property is the most important decision to make to ensure that your tenancy runs as pleasantly as possible.

Our extensive experience allows us to be confident with the final decision is made, when the time comes to choose who lives in your home. Our commitment to you is we will never advise you to proceed with someone that we are not totally comfortable with ourselves.

- Careful tenant selection to your specific criteria. We like for you to be involved in this process and given details of each application. Any concerns we have will be communicated to you and of course so will any stand out applicants.
- Thorough referencing, ensuring criteria is met.
- Typical References obtained are ID confirmation (Passport check), employment, landlord history and previous address checks, full credit check, student funding confirmation such as PhD or guarantor checks. All guarantors pass through rigorous checks as outlined previously to substantiate who they are, acknowledge their awareness to act & suitability to act as guarantor.

The Tenancy Agreement

More Management ensure you have a secure agreement in place with robust clauses to maximise your protection.

- PRT - Private Residential Tenancy - 28 day contract rolling contract.
- Bespoke clauses at no extra cost.
- Lease termination at cost, paperwork prepared free of charge.
- 30 or 86 days notice to end tenancy upon 6 months tenant occupancy.
- Guarantors sign tenancy agreements in conjunction with the tenants.



The Deposit

On the 2nd July 2012 it became a legal requirement for any tenants deposits taken to be held in a government approved protected scheme within 30 working days of the tenancy start date.

- We ask for 1.5 x monthly rent amount to protect against damages, unpaid rent, contents damage or absence. The funds are deposited with Safe Deposit's Scotland for the duration of the tenancy.
- Landlords who manage themselves will be required to register with a scheme and lodge the deposit within 30 days of the tenancy commencing.

The Inventory

The inventory document is just as important as the tenancy agreement. Any disputes which may arise at the end of tenancy for internal cleaning, window cleaning, contents damage must be clearly and accurately documented to allow the deposit scheme adjudicator to make a decision on any deduction proposals. Without this, you will not be successful, no matter how just your claim might be. More Management uses dedicated Inventory software to ensure the strongest foundation. We also understand the intricacies of deposit management which allows us to compile the most detailed and accurate report.



Rent Collection

The exciting bit we have been working towards.

- Rent due date is 1st of each month – tenants pay by standing order.
- Rent paid to you in advance within 7 days of the due date.
- Straight forward rent collection, electronic landlord statement & payment by BACS.
- Rent Arrears – In the unlikely event of this happening. More Management will liaise with the tenant to understand why this has occurred and offer any guidance/assistance for effective arrears management. The landlord will be kept up to date.

Landlords Insurance

Preparing for the unexpected will give you a great deal of peace of mind. Prior to letting out your property you should ensure that you have the right landlord cover protecting your building, any contents & loss of rent cover in the unfortunate event of your property being uninhabitable.



Compliance & Legal

Meeting your legal obligations and ensuring property compliance is a hugely important area to get right. With our experience we can advise you on the various regulations and the most efficient way to comply. If you are intending on letting out an HMO property the regulations consist of the below and more. More Management can discuss HMO compliance separately in more detail.

- Consent to Let (Must be obtained if mortgage is applicable)
- Landlord Registration – All private landlords must apply for registration with the local authority in which their rental property is located. Joint Applications must be made for joint ownership/multiple owners. Legal requirement for marketing adverts to contain this information.
- EPC – Energy Performance Certificate (10 yearly requirement, required for advertising by law).
- LGSC – Landlord Gas Safety Certificate (annually by law).
- Carbon Monoxide – The number & position of alarms will be determined by your property.
- LRA – Legionella Risk Assessment – Report containing measures and recommendations with the control and prevention of legionnaires disease (Required for each new tenancy or when there is a material change to the property i.e. removal of water tank during boiler upgrade).
- EICR – Electrical Installation Certification Report (Valid for 3-5 years).
- PAT – Portable Appliance Testing (Required annually).
- Fire Detectors – Heat Alarm for kitchen & Smoke Alarms for common spaces. Additional alarms are needed for HMO properties.
- Fire Blanket & Extinguishers (considered best practice to supply).



Overseas Landlord?

With email communication, it doesn't matter where in the world you are – we will be able to keep in touch.

- Obtain approval to receive rental income with no tax deducted by completing an NRL-1 form – Non-resident Landlord Scheme.
- Rental Statements & communication by email.
- Our structure & range of property software allows transparency which creates complete confidence & peace of mind while you are abroad.

If you wish to discuss any element of this guide or have other questions, contact us on info@more-management.co.uk





More Management & Lettings

The Arches, Arch 11,
21 East Market Street, Edinburgh. EH8 8FS
www.more-management.co.uk
info@more-management.co.uk
0131 378 2997

Letting agent registration number: LARN2106011