

# Your guide to letting through Orchards

Orchards lettings and property management is structured to deliver results.

From high profile marketing to a first class management service we are committed to your demands.

**ORCHARDS**



[www.orchardsuk.com](http://www.orchardsuk.com)

## Why choose Orchards?

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### Promoting your property

**As Bedfordshires most dynamic and innovative agent, we have a market leading website and up to the minute marketing campaigns. This way we ensure that our properties get maximum exposure to 1000's of waiting tenants.**

- Offices – Modern high profile show rooms are the base for the large highly experienced team of property brokers dedicated to assisting the marketing of your property.
- Website – Possibly one of the most advanced property websites showcasing all properties available with full brochures, virtual tours and floor plans. The website is updated daily with new properties.
- View - Perfectly bound and contemporary in style, Orchards in-house magazine showcases some of the finest property in the area. This fabulous publication is delivered to over 30,000 homes quarterly.
- Property Brochures – The most comprehensive property brochures around featuring stylised photographs and floor plans showing your property off in the best possible light.
- MMS - Picture text message of the property sent to all relevant prospective tenants.
- SMS Alert – Allowing the property to be distributed across our extensive mailing list within seconds of being listed.

**The availability to reach more homes means we maximise the interest in your property subsequently letting it in the fastest possible time.**

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### Fees:

- Tenant Find Only - The equivalent of one month's rent + VAT.
- Full Management - Half of the full month's rent + 10%, then just 10% of the monthly rental thereafter + VAT. This includes rent guarantee scheme for period of first tenancy.

(Subject to Status – Terms and Conditions)

## Which service will you require?

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### Tenant Find

Maximum exposure to find a Tenant fast  
Arrange Tenant assessments  
Prepare Tenancy agreements  
Prepare inventory and condition report.  
Collect one months rent and deposit  
Prepare relevant notices (ie Section 21)  
Attend Move in  
Note meter readings  
Produce standing order, for the rent to be paid directly to you.  
Provide you with:

- 1 x Signed Contract
- 1 x Signed Inventory
- 1 x Copy of signed section 21
- 1 x Set of meter readings
- 1 x Standing Order mandate
- 1 x Copy of Tenants names and contact details.

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### Managed

Maximum exposure to find a Tenant fast  
Arrange Tenant assessments  
Prepare Tenancy agreements  
Prepare inventory and condition report.  
Collect one months rent and deposit  
Prepare relevant notices (ie Section 21)  
Attend Move in  
Note meter readings  
Rent collection and payment including monthly statements.  
Chase late rents  
Property visits  
Rent guarantee service available.

## Why clients prefer us to manage property

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- Your time isn't wasted calling around for quotes on repairs
  - Professional contractors – approved, competitive, reliable and insured
  - Landlords and tenants never have direct contact
  - Swift repairs mean landlords meet their obligations to tenants under the Landlord & Tenant Act 1995
  - No need to visit the property
  - No unwelcome interruptions anytime day or night
  - Efficient and automated banking system receives rents
  - Late rent payments automatically chased
  - A dedicated Client Manager means always speaking to the same person
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**Above all piece of mind throughout the duration of the tenancy.**

## Nice chap but will he pay the rent?

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**Don't be taken in by first appearances. We get full credit references on all tenants for a good reason.**

The bank gives him glowing references. You think he looks the reliable sort. In fact, as a company director of a respectable local company, he's your ideal tenant.

Or so you think, until a credit check reveals he has a four page list of county court judgements. No wonder his bank paid him tribute – he was 'in the black' as he never paid his bills!

**Before any tenant moves in we protect your interests with professional credit referencing.**

A real life case from a credit reference agency, which saved a landlord from letting to an unsuitable tenant.

Find out more at:

[www.orchardsuk.com](http://www.orchardsuk.com)

# Free Rent Guarantee To All Landlords

Not only do Orchards offer the very best marketing, therefore finding Tenants fast, they have also established a reputation as being one of Bedfordshire's leading property management companies.

- Rental payments guaranteed for a maximum of 12 months
- Full legal cover up to £50,000 and eviction costs included
- 50% of the rent paid for up to 3 months after vacant possession has been obtained
- Special in house legal and claims department

Terms and Conditions apply

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**AMPTHILL 01525 402266**  
**BARTON 01582 883033**



## Key things to remember when letting your property

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- Have you informed your mortgage lender
- Have you informed the head lessor on your property?
- Have you told your insurance company or arranged letting insurance.
- Have you complied with safety regulations gas, electrical and furniture?
- Have you left instruction manuals ?
- Have you arranged to redirect your post?
- Have you contacted the utilities and council
- Have you thought about getting an accountant to deal with tax on the letting income
- Have you left the property clean and tidy
- Do you understand your obligation as landlord under the agents tenancy agreement and terms and conditions.

## Will I have to pay Income Tax

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- Rental income is taxable income and the source should be notified to your tax office. After the end of each year, a statement of income and expenditure should be submitted to the tax office. Whether there will be a liability for tax will depend on a number of factors and there may be certain tax planning steps which can be taken to reduce the amount of any tax payable.
- Deductions for tax purposes can be made for expenditure incurred in relation to the rental income including such items as our fees, insurance, repairs, wear and tear of furnishings, mortgage interest paid etc. We recommend that you seek professional advice to ensure that your tax liability is minimised as there could be a substantial saving through the claiming of allowable expenditure and any other allowances that may be available.
- If you are going abroad, you are legally required to appoint an agent to act on your behalf and any tax assessments will be issued in the agent's name. April 1996 saw changes in the tax law for Landlords going abroad and it is now possible to deal directly with the Inland Revenue and make the managing agents exempt from having to hold back monies to pay any tax liabilities on your behalf.
- If you already have an accountant then they should be able to advise on all aspects of taxation.

Find out more at:  
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# The Gas Safety (Installation and Use) Regulations 1994

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On 31st October 1994, the Gas Safety Regulations came into force. These Regulations are designed to provide standards for the installation and maintenance of gas appliances, meters, pipe work etc. Landlords should be aware of the general provisions in the Regulation for all new gas pipe work, appliance installations and conditions for ongoing maintenance.

As the above Regulation stipulates, you as the Owner are responsible for gas appliances left at your rented property. We can arrange for a CORGI registered plumber to service the gas appliances.

- **General Safety**  
Appliances should be safe. Work on gas appliances and fittings must only be carried out by a qualified gas engineer (CORGI registered).
- **Periodic Inspections**  
Landlords must ensure that all gas appliances in rented properties are checked for safety at least every 12 months. Records must be kept of such checks which should include dates of inspection and any defects noted and rectified.
- **Instruction**  
Instruction booklets should be available for all gas appliances.

## Electrical Safety Regulations

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These Regulations came into force on 1st June 1989 and apply to all electrical equipment which is designed or adapted for use between 50 and 1000 volts. Common electrical items in rented property are electric cookers, microwave ovens, electrical kettles, vacuum cleaners and table lamps.

We can appoint an NICEIC qualified electrician to provide safety certificate.

- **General Safety**  
All electrical appliances should be checked before every let. If there is any doubt as to the safety of any electrical item (such as worn or cut flexes, broken, casings or other safety defects), it must be removed.
- **Replacement**  
Where it was common for Landlords to install second hand appliances in properties to save money, the new regulations make this inadvisable. If clients insist on putting in second user electrical goods, then they must be tested by a qualified electrician.

## Furniture and Furnishing Regulations 1988

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- On 1st March 1993 the Furniture and Furnishings (Fire) (Safety) (Amended) 1993 Regulations came into force. These regulations directly affect the way in which you, the Landlord, may furnish a rented property.
- All upholstered furniture and furnishings in accommodation made available for letting must meet Fire Safety Regulations. An exclusion to note, however, is furniture manufactured before 1st January 1950. Defective flammable materials were not used prior to this date and therefore 'period' or antique furniture is exempt.
- These Regulations make it an offence to supply, in the course of business, any furniture that fails to meet the cigarette test, the match test and the ignitability test. Currently the offence carries punishment of 6 months' imprisonment or a level 5 fine, or both. These penalties are only for non-compliance and should there be a fire at the let property, and it can be proven that the non-compliant furnishings aggravated the fire, the Landlord could be held liable to greater penalties.

Find out more at:  
[www.orchardsuk.com](http://www.orchardsuk.com)

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