

LANDLORD PRE-TENANCY WORKS



We can provide all the services you need in order to prepare your property for renting. Please complete the form below.

Property Address: _____ Postcode: _____

1. SAFETY CERTIFICATION

Gas Safety Certificate

As per our Terms & Conditions, if your property has a gas supply it is your responsibility to supply us with a Gas Safety Certificate. It is a legal requirement that all gas appliances and the fixed installation are tested before the property can be rented.

Please confirm: The property has a gas supply YES / NO

I have attached a copy/sent a copy of the Gas Safety Certificate

OR

Please instruct a suitably qualified contractor to inspect the property on my behalf at cost of £65. You may deduct the monies from the Tenant's initial payments. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

Electrical Equipment (Safety) Regulations Act 1994

As per our terms and conditions, any portable electrical appliances in the property should be tested for safety before the start of the tenancy.

Please instruct a suitably qualified contractor to inspect the property on my behalf at cost of £144. You may deduct the monies from the Tenant's initial payments. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

I confirm that the portable appliances I have provided at the property are safe and comply with my obligations under the Act. I am aware of the possible consequences of not having the portable appliances at the property tested and certified as safe to use. As a result I do not require Five Star to obtain an electrical safety certificate.

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

New legislation has come into force on the 1st October 2015 for Private Landlords in England regarding smoke and Carbon Monoxide (CO) alarms. The summary of the legislation is below;

- Landlords must fit a smoke alarm on every storey
- Landlords must fit a Carbon Monoxide (CO) alarm in every room with a solid fuel burning appliance
- Alarms must be tested and working on the start of each tenancy
- Penalties of up to £5,000 for those that flaunt the rule

The appropriate alarms have been fitted

I will supply and fit the alarms prior to the commencement of the tenancy

I would like Five Star to coordinate the supply and fit on my behalf and provide a quote.

2. ENERGY PERFORMANCE CERTIFICATE

From October 1st 2008 it is a legal requirement that Landlords must supply Energy Performance information to Tenants prior to the signing of a contract and, to its agent prior to any commencement of marketing of the property. The EPC is valid for 10 years.

- There is a certificate in place - the Report Reference Number is: _____
- Please instruct a suitably qualified contractor to inspect the property on my behalf at a cost of £90. You may deduct the monies from the Tenant's initial payments. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

3. INVENTORY

The Tenant Deposit Scheme became law on the 6th of April 2007. At the start of your new tenancy a professional and independent inventory (Check In/Schedule of Condition) should be done in order to comply with the relevant scheme. At the expiry of that tenancy a similar outgoing report (Check Out/Schedule of Condition) should be carried out. We can instruct an Inventory Clerk on your behalf or you are welcome to arrange one yourself. You will be responsible for the payment of their fee. The Landlord will pay the cost of the Inventory and Check-In and the Tenant (s) will pay the cost of the Check-Out upon their departure.

- I will instruct an Independent Inventory Clerk myself and inform you of the details. I will provide you with a copy of the report once I receive it so that it may be passed on to the Tenants prior to move in
- Please provide me with a quote for Inventory and/or Check In
- You are to manage this property for me. Please instruct an Independent Inventory Clerk on my behalf and deduct the monies from my account. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

4. CLEANING

We require all properties to be professionally cleaned at the start and end of each tenancy. The Landlord paying for the first initial clean and thereafter their tenants will always be paying for the end clean before the new tenancy commences for the next new tenant.

Do you require a quote for the clean of your property?

- Yes, please provide me with a quote
- No, I will arrange for this to be done myself (we will require a receipt for our file in order to arrange the same at the Tenants cost at the end of the tenancy)
- You are managing this property for me so please instruct a professional clean on my behalf & deduct the monies from my account. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

5. KEYS

We require a full set of keys to your property for each tenant including any necessary fobs/entry cards before the start of the tenancy. Please note that these can take a long time to order so please order early.

- I will arrange for this to be done and provide you with keys prior to commencement of tenancy.
- You manage this property for me so please go ahead and arrange on my behalf and deduct monies from my account. I understand I will still be liable for any costs involved if the tenancy does not go ahead.

6. TENANCY DEPOSIT SCHEME

I am registered with an approved scheme and require the deposit to be transferred to me. I know I must provide proof of membership/certificate of Registration before this can be transferred. The scheme I/we are register with is _____ . I understand that if I advise I will hold the deposit and later change my mind I may be charged for any contracts that have already been prepared.

OR

Please register the tenancy on my behalf at a cost of £60 and hold the deposit as stakeholder for myself until the end of the tenancy.

Landlord name: _____

Signed: _____ **Date:** _____