

Appendix

ARLA Propertymark

We're proud to be ARLA Propertymark accredited agents and we fully comply with the strict guidelines & code of practice set out by ARLA Propertymark, the UK's professional body for letting agents which aims to raise standards within the lettings industry.



Safe Agent

Safe Agent provides a mark of trust to letting agents that offer client money protection. Our client finances are independently audited.



The Property Ombudsman

This provides a fair, free & independent dispute resolution service for letting agents and their customers to give customers confidence in our approach.



Short Assured Tenancy, AT5 & 'Prior Notification' Agreements

Our tenancy agreement and all relevant notices are in line with current legislation. A SAT is normally for 6 months then rolls on a monthly

basis, with 2 months' notice required to terminate. We talk tenants & any guarantors through their obligations. We also serve the appropriate notices to successfully end a tenancy if you require repossession of your property (this can be a minefield!) or the tenant is not fulfilling any of the terms of the tenancy agreement.

Landlord Registration

As part of the Antisocial Behaviour (Scotland) Act 2004 all landlords must register with their local authority to ensure that they are 'fit and proper'. Register at; www.landlordregistrationscotland.gov.uk (paying £55), naming Umega Lettings as your agent by quoting our agency reference number 83875/230/21120.

Tenancy Deposit Scheme

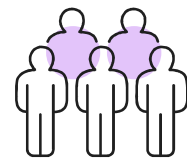
We administer deposits in line with the Tenancy Deposit Scheme (Scotland) Regulations 2011. Tenancy deposits are transferred to the independent 'Safe Deposits Scotland' who hold the deposit for the duration of the tenancy & Key Information about the tenancy and the deposit is provided to the tenant.



HMO (Houses in Multiple Occupation) Properties

Under the Civic Government (Scotland) Act 1982 any rented

property occupied by 3 or more unrelated people must have a license from the local authority. This relates to the fitness of the landlord and the property to be used as an HMO. We can take care of your HMO license for an additional charge.



Non-Resident Tax Advice

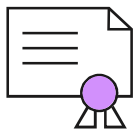
Non-UK based landlords should complete HMRC form NRL1 (quoting Umega Lettings HMRC number NA043298) to enable UK rental income to be paid to them without deduction of UK Tax. Non-resident landlords can apply to receive rent without tax deduction on the basis that; their UK tax affairs are up to date and they do not expect to be liable to UK income tax for the year in which they apply. More info available at; www.gov.uk/tax-uk-income-live-abroad/rent

Property Insurance

We have our own block insurance policy provided by AXA and administered by Borland Insurance Brokers. This is an excellent policy covering legal costs and loss of rent and enabling us to deal directly with AXA on your behalf, to avoid you getting involved. Quotes available on request from; umega@borlandinsurance.co.uk.

Furnishings

The Fire & Furnishing Fire Safety Amendment Regulations 1993 state that all new furniture must have a manufacturer's label attached showing compliance with Fire Safety Regulations (most new furniture/upholstered furniture should comply, provided a label is attached).



Inventories

Our photographic and written inventories are extremely detailed however if cupboards are cluttered with 'odd' items (ie, mugs that don't match/incomplete sets of cutlery) these will not be itemised in the inventory.

Factoring Commitments

Landlords should pay any factoring fees for their rental properties (including stair cleaning and upkeep of communal garden).

Maintenance

We will endeavour to contact you before carrying out any maintenance but if we do not hear back within a specified time period we will assume you have consented the works required (to ensure the comfort of your tenants).



Instructions/Tools

You should provide instructions for all appliances and other installations within the property & basic tools so these can be made available to tenants, avoiding any unnecessary maintenance call outs.

Accounts

We endeavour to pay our landlords within 2 days of rent being received into our client account. Funds may take 2-3 days to clear in your account. Although we have strict policy relating to late rent payment & we work hard to collect rent payments on time, we cannot guarantee rent payments will reach you on a specific date each month, so you should always hold a cash 'buffer'. We can provide an annual statement of your account for tax purposes.

Safety Certificates & Installations

Safety Certification / Installation	Description
EPC	An EPC (Energy Performance Certificate) is required for all properties on the market to provide tenants with information on the energy efficiency of the property. The EPC lasts 10 years & also highlights areas where the energy efficiency in the property could be improved.
Legionella Control	Health & Safety Executive (HSE) guidelines state that landlords have a duty of care to ensure rental properties are assessed for the presence of Legionella and that any resultant works are carried out.
Gas Safety Certificate & Boiler Service	In line with the Gas Safety (Installation & Use) Regulations 1998 gas appliances should be checked for their safety annually by a 'Gas Safe' registered engineer & boilers should be serviced annually. If you have 'Homecare' cover you may be entitled to a Landlords Gas Safety Inspection & boiler service.
EICR	Under Sections 13(4A) & 19B(4) of The Housing (Scotland) Act, regular electrical safety inspections are required including an EICR (Electrical Installation Condition Report), to check the safety of all wiring & circuitry in the property.
PAT	Under the same regulations, a PAT (Portable Appliance Test) is required to test the safety of all portable appliances (e.g fridge/freezers, lamps, toasters, etc)
Co Detector	Rented properties must have (battery or hard wired) CO detectors in rooms containing gas appliances.
Fire Blanket	A wall mounted, packed fire blanket must be provided within rental properties.
Fire Detection Alarms	The Housing Scotland Act (2006) Repairing Standards requires that rented properties must have (hardwired, interlinked) smoke alarms in all communal areas along with a heat detector in the kitchen.