

# KNOW YOUR STUFF

## 1. ONBOARDING & MARKETING

### FIRST WE NEED A COUPLE OF IMPORTANT THINGS FROM YOU

#### 1.1 ID/Document Checks

We are required to carry out certain checks on property owners. After you have confirmed Umega as your agent we will request an ID check, proof of your current address and proof of ownership of the property to be let. This is done via a secure third-party (AmicusID). This gives you assurance that your documents will be handled appropriately and stored safely. These checks must be completed before the start of the tenancy.

#### 1.2 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'. It is easy to register online at; [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) paying £65 and naming Umega as your agent.

#### Energy Performance Certificate (EPC)

An Energy Performance Certificate (EPC) 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.

## 2. PREPARATION & MOVE IN

### 2.1 Property Insurance

We have our own block insurance policy which is administered by our chosen insurance broker who takes care of everything in your/our behalf. This is an excellent policy covering legal costs and loss of rent and enabling us to deal directly with NIG on your behalf, to avoid you getting involved. Quotes are available on request.

### 2.2 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).

### 2.3 HMO (Houses in Multiple Occupation)

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 application and renewal for an additional 0.5%+VAT on your management fee.

### 2.4 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.

### 2.5 Non-Resident Tax Advice

Non-UK based landlords should complete HMRC form NRL1 (quoting Umega HMRC number NAO43298) 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](http://www.gov.uk/tax-uk-income-live-abroad/rent)

### 2.6 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.

### 2.7 Tenant Contents & Liability Insurance

We recommend that our tenants take out contents & liability insurance to cover their belongings and to cover any accidental damage to your property & furnishings.

### 2.7 Professional clean

We recommend a professional clean before the first tenancy to set the bar nice and high. The invoice from a professional cleaner can be used as evidence (to the TDS) that the property was handed over to the tenants in a clean state (if they don't hand it back nice and clean when they vacate).

#### 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.

#### Legionella Risk Assessment

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.

#### Portable Appliance Test

Under the same regulations, a Portable Appliance Test (PAT) is required to test the safety of all portable appliances (e.g fridge/freezers, lamps, toasters, etc).



### Electrical Installation Condition Report

Under Sections 13(4A) & 19B(4) of The Housing (Scotland) Act, regular electrical safety inspections are required including an Electrical Installation Condition Report (EICR), to check the safety of all wiring & circuitry in the property. EICR inspections can sometimes flag additional works required in order to remedy issues and ensure the electrical safety standards are met. If remedial works are required we will discuss with you and provide a quote before proceeding.



### Fire Detection Alarm

In an amendment to the Housing (Scotland) Act 1987, landlords are required to provide smoke detectors in the main living room and hallways/landings on each storey, and a heat alarm in the kitchen. All alarms must be ceiling mounted and interlinked. The alarms can be either hard wired or a specified type of sealed long-life battery unit, and will have a maximum life of 10 years. The type of alarm we can fit may depend on the suitability for the property, and wireless long-life battery units are less invasive. Most properties will require 3 alarms, but if more are required we can quote accordingly.



### Carbon Monoxide

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.



### Inventory

Rented properties should have a comprehensive Inventory and Condition Report to ensure the condition of the property and contents is fully documented at the start of each tenancy. This document is then used to check the property against at the end of the tenancy and may be used as evidence if a deposit claim goes into dispute. We use an independent inventory company to ensure this is viewed as fair and unbiased by the Tenancy Deposit Scheme. Our inventories are extremely detailed however cluttered cupboards and 'odd' items may not be itemised.

## 3. MANAGEMENT & MOVE OUT

### 3.1 Accounts

We normally 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 policies 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.

### 3.2 ARLA Propertymark

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

### 3.3 Factoring Commitments

Landlords should pay any factoring fees for their rental properties (including stair cleaning and the up-keep of communal gardens).

### 3.4 Tenancy Agreements

Our tenancy agreement and all relevant notices are in line with current legislation. 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. Under the terms of a Private Rented Tenancy (PRT), 28 days notice is required for a tenant to vacate if the tenancy is less than 6 months old. Any longer and 84 days' notice must be served on the tenant

### 3.5 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).

