



Information for Landlords

Landlords Undertakings

LANDLORDS UNDERTAKINGS

CONSENT FOR LETTING

By signing our Terms of Business, you warrant to us that you are the owner of the premises, or otherwise lawfully entitled to enter into a tenancy agreement. You will be liable to provide us with a full indemnity for any costs, losses, or other expenses we may bear due to you not having the right to enter into a tenancy agreement.

If your property is jointly owned all co-owners must be named on our terms of business and Tenancy Agreement and consent to the rental of the property.

MORTGAGE

Where the property to be let is subject to a mortgage, permission is required from the mortgage provider. We strongly advise that this permission is obtained at the earliest opportunity rather than waiting until a tenant is found.

Your mortgage lender may adjust your mortgage terms and conditions, which in turn could affect your repayments.

We request that a copy of the mortgage consent given by your lender is provided for our records.

If you wish us to try to obtain your mortgage lenders written consent, there will be an additional charge for this in addition to any fees charged by the mortgage lender.

LEASEHOLD PROPERTIES

Vickery require a copy of the Head Lease for all leasehold properties as there matters relating to such matters as pets that are useful for us to know.

SUB-LETTING

If you are a lessee, you must make certain that:

- letting is permitted by your lease;
- the tenancy is for a period expiring prior to the termination of your lease;
- you have obtained the landlord's written permission, if necessary.

If you wish us to obtain your landlord's written consent, there will be an additional charge for this in addition to any fees charged by the landlord.

INSURANCE

You should make certain that your property and contents are adequately insured and that your policy covers furnished lettings and public liability insurance - many household policies do not. You must inform your insurers whenever the property remains vacant for a period greater than specified in your insurance schedule.

Where we manage the property for you, should you wish to make an insurance claim during the course of the tenancy, we are happy to process the claim for you, subject to an additional charge dependent on the size of the claim.

Vickery are able to provide quotations on a wide range of landlord insurance policies. For more information please contact us.



TAXATION

All landlords must keep records relating to the ownership of a rental property, including details of rents received and expenditure. When we collect the rent on your behalf, you will receive monthly statements and copies of any bills paid. If instructed, we will also send copies to your accountant each month.

This information should be submitted annually to the HM Revenue & Customs on your tax return. We recommend you employ the services of an accountant/tax advisor as the liability for tax may be considerably less than you anticipate.

Vickery has a legal obligation to advise HM Revenue & Customs of all rental properties and their income.

UTILITIES AND COUNCIL TAX

The tenant is responsible for paying all gas, electricity, water, telephone, cable/broadband, council tax and television licences during the tenancy.

Water rates

If we do not manage the property you should obtain a forwarding address from the tenant at the end of the tenancy to give to the water company to comply with the Flood and Water Management Act 2010 which makes payment of the final water account the liability of the landlord as from October 2011 if no forwarding address is provided. We cannot be held liable if we do not manage the premises or the tenant does not provide an address deemed acceptable by the water company.

GROUND RENT AND SERVICE CHARGES

You, the landlord are responsible for any ground rent and service charges.

INDEMNITIES

You as Landlord, agree to indemnify Vickery, as agents, against any reasonable charges incurred or imposed on us on your behalf in pursuit of our normal duties.

APPLIANCES

All appliances and equipment including the boiler must be in good working order and if appropriate, serviced. Instruction manuals should be left at the property together with details of any maintenance contracts.

CONSUMER PROTECTION

Before letting their property, Landlords are required to notify Vickery of any adverse matters affecting the property, for example if there is likely to be any building work nearby during tenancy or if there are any issues with neighbours.