



WARREN BRADLEY ESTATES

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Landlords Lettings Information Booklet



Warren Bradley Estates

After gaining extensive experience within the industry working for major corporate players for a combined period of 17 years, both partners decided to open their own estate agency.

Warren Bradley Estates were established on the 1st September 1993.

The partners decided that the knowledge they had gained over many years could now be used to provide a unique and first class service direct to the general public.

We have quickly established ourselves as one of the leading agencies in Colindale and all the other areas that we cover.

Customers benefit from a partner based on site, with members of staff specialising in the relevant specific areas of the business

Warren Bradley Estates offer a full and comprehensive Lettings Service including all of the following:

- Rent Guarantee / Insurance
- Full management including rent collection
- Accompanied Viewings even at unsociable hours
- Comprehensive referencing procedure
- Status Enquiry Reports
- Utility Company notification and Inventory Service
- Latest Tenancy Agreements
- Deposit Protection Service
- 24/7 Internet Advertising

Not to mention our extensive knowledge and experience within the residential industry. We also work long and unsociable hours to enable us to market and promote your property to a wider range of applicant.

This involves on many occasion early morning and late night viewings which some other agents are not willing to do.

Call now on 020 8200 7007 to discuss any queries you may have.



Lettings Process, From start to finish.

Initial Visit:

Our letting service commences with an initial visit to your property, It is at this visit that we suggest an appropriate rental figure and offer any other advice that we feel will be beneficial for you. It is also at this visit that we discuss the particular circumstances surrounding the rental of your property and the level of service required by the landlord. Please do not hesitate to ask we are running any promotions or discounts.

Warren Bradley Estates are able to offer a wide range of services to ensure that our landlords receive the best possible package from start to finish.

8% + VAT (Introductory Service – Finding a tenant only)

- Marketing of your property
- Showing prospective tenants around the property
- Providing the landlord with feedback for every viewing
- Discussing any possible offers with the landlord
- Obtaining references for all the tenants (Standard references are Current work and landlord References. We also carry out a credit check and collect bank statements as well as photo Identification)
- Producing a tenancy agreement.
- Collect one months rent and the deposit (We can protect your deposit in line with the current regulations for an additional charge)
- Arrange for all future payments to be paid by Standing order
- Arrange for the delivery of all furniture for the property
- Arrange for the cleaning or any works that need to be carried out at the property.
- Take current Meter Readings and notify the Utility Companies of the change in tenant.
- Meet the tenant at the property to hand over the keys

10% + VAT (Property Management)

All of the above services are included

Ensure that the landlord is up to date with current regulations including annual works that are needed whether mandatory or not.

7.5% + VAT (Renewal fee)

This fee is taken at the end of the original 12 Month agreement if the tenant decides to stay on for a longer period of time.

Please Note

Our fees for finding a tenant and rent guarantee are taken at the start of the agreement.

However our management fees are taken on a monthly basis and are deducted from the money paid into our account.

<u>Levels of Service</u>	<u>Introductory Service</u>	<u>Management Service</u>
Advertising – Company Website, (Rightmove, Zoopla, On the Market, Facebook, Instagram)		
Full Colour Details - Including photographs and floorplan		
Accompanied Viewings (6 Days a Week)		
Full Referencing Check - Credit Check Included		
Preparation of Tenancy Agreement and service of all other prescribed information		
Collection of First Months rent and Deposit		
Meter Readings taken and notification sent to utility companies		
Monthly Rent Collection		
Quarterly Property Inspections		
Arrangement of repairs needed at property or emergency call outs		
Ensuring Landlord is up to date with all regulations including Gas Safety, EICR and EPC		
Holding of keys in cases of emergency		
Chase late rental payments, including visits to property		
Fees taken Monthly	* Fees taken upfront at the start of the agreement *	

Other Services we offer.

- Inventory Check in / Check out
- Deposit Protection Scheme
- Rent Guarantee
- Arrange the fitting of Fire Alarms / Carbon Monoxide / Smoke Detectors etc.

Discuss your requirements with us...



How your property will be marketed

Warren Bradley Estates use the most modern and up to date advertising strategies, these include the following.

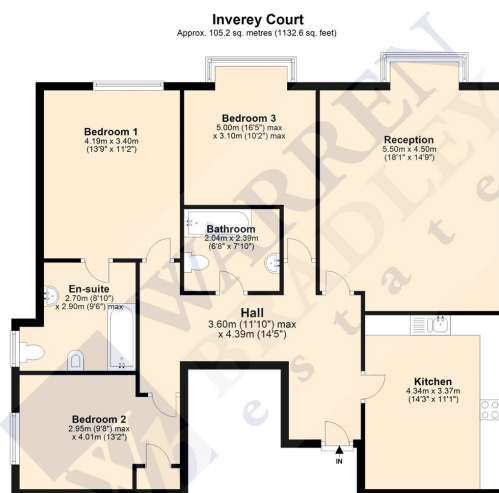
- Within 24 hours all new properties are added to the Warren Bradley Estates website this means that potential tenants are able to view your property. Our website is also linked to all major property websites including **Rightmove, On the Market and Zoopla**.
- We also regularly distribute leaflets throughout the local area to constantly increase our applicant database
- At Warren Bradley Estates we have close relations to many embassies and organisations who are constantly looking for good quality properties for a long term rental.
- Warren Bradley Estates also work closely with all local universities to offer their students suitable accommodation
- All properties are advertised with high quality colour photographs, floorplans and where possible video tours.
- When Warren Bradley Estates are given a new instruction the property details will immediately go into the window display of the local office.

Also with the Landlords permission all new instructions will have a 'TO LET' board erected outside the property to attract interest from tenants living in the local area, many boards are spotted by tenants driving past.

rightmove 
find your happy

Zoopla
Smarter about property

 **OnTheMarket**.com



Total area: approx. 105.2 sq. metres (1132.6 sq. feet)

Disclaimer: Please note this floor plan is for marketing purposes and is to be used as a guide only.
Plan produced using PlanUp.



Tenancy Deposit Protection Scheme

You may or may not be aware that the law with regards to the deposit paid by a tenant to a landlord has now changed.

A landlord can no longer just hold the deposit in their bank account it now has to be protected. In order to do this the deposit must be registered by a government approved scheme. If the deposit is not protected then the landlord could have to pay the tenant compensation of up to three times the amount of deposit.

A deposit can be protected in either two ways:

1. The landlord can give Warren Bradley Estates permission to hold their deposit as we are fully registered with one of the Government approved scheme. However there is a small charge for this service, the charge is £50.00 + VAT.
2. The other option available to a landlord is they are able to register themselves on an approved scheme but must first check if they meet the criteria set out by the government. If a landlord is able to do this then they would not have to pay us a fee however they will have to subscribe to the scheme at a cost of about £200 and then pay for each deposit received to be protected at a cost of around £50 however they would be able to keep their deposit in their own bank account.



Rent Guarantee

Is it worth taking the risk???

Warren Bradley Estates are a registered 'Premier' agent with Homelet Referencing Services who are the market leader in tenant referencing and Rent Guarantee insurance.

Trading for over 24 years we pride ourselves on offering a great service to all our clients which means always striving to find the best tenant for your property and therefore we would never knowingly put a bad tenant into your property.

However unfortunately in the current economic it is difficult to predict what will happen in the future, many good tenants are falling on hard times, with working hours being reduced and in terrible cases many tenants are losing their jobs and in this situation they would find it hard to honour their tenancy agreements and pay the rent.

Therefore Warren Bradley Estates now strongly suggest that all tenancies are covered by a rental guarantee insurance policy. This can all be organised by us and as the policy is held with Warren Bradley Estates we are able to manage and over see the whole thing including if notices are to be served and people are required to attend Court.

The cost of a Rent Guarantee insurance policy is minimal if you consider the costs that could arise from having to evict your tenant and the possible loss of several months of rental income. The cost for a 12 Month Policy ranges from £200 - £250 per year dependent on the monthly rental income.

A breakdown of the rental insurance policy is as follows:

- Up to 5 months rent is guaranteed (It should not take longer then 5 months to evict a tenant)
- The rent is paid in arrears on a month to month basis.
- The excess for the policy is a months rent
- All legal costs are included
- The landlord is not asked to attend court or do any paperwork
- Some policy's also offer a part rental payment for the time that the property is vacant after a tenant leaves.

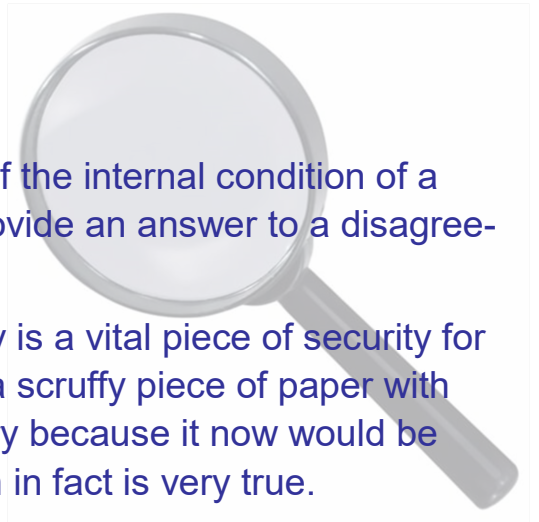
For any further details please contact us to discuss



PREMIER AGENT

TAKING THE RISK OUT OF PROPERTY RENTAL

Inventory Service



An inventory is a very detailed and thorough report of the internal condition of a property and can sometimes be used in court to provide an answer to a disagreement between a landlord and tenant.

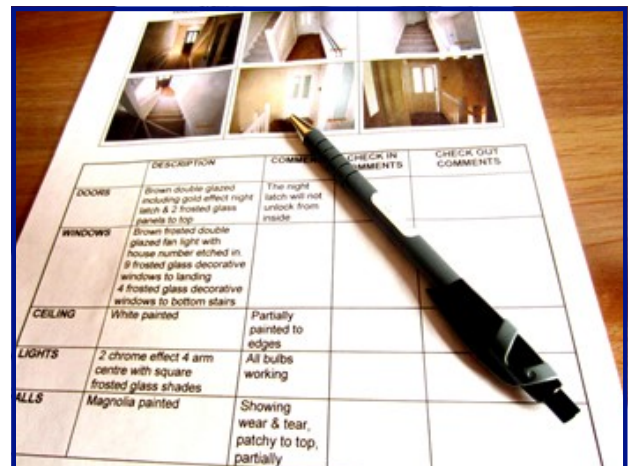
Therefore producing an inventory in the correct way is a vital piece of security for a landlord and a tenant. Gone are the days where a scruffy piece of paper with hand written notes would be classed as an inventory because it now would be classed as 'not worth the paper its written on' which in fact is very true.

An inventory should include the following:

- ☐ *Description of every single room, from master bedroom to small cupboard. This would include walls, floors, lights, plugs, colour, paint condition, furniture and other fittings.*
- ☐ *Photographs of any thing that is relevant, ie, mark on wall, stain on carpet, crack in flooring.*
- ☐ *Meter reading for all utilities.*
- ☐ *As part of our full check in service we are able to act on your behalf and inform the utility companies of the tenants' details.*

How much does an Inventory cost...

Type of property	Cost
Studio	£125.00
1 Bedroom	£140.00
2 Bedrooms	£160.00
3 Bedrooms	£180.00
4 Bedrooms	£200.00
5 Bedrooms	£225.00
Larger Properties	To be confirmed



EPC's - What are they and do I need one ?

If you are a landlord and you wish to rent out your property then the short answer is, YES you do !!!

From 1st October 2008, European Legislation requires all properties marketed for lettings within England and Wales to have a valid Energy Performance Certificate (EPC) which forms part of a general Energy Assessment carried out on the property.

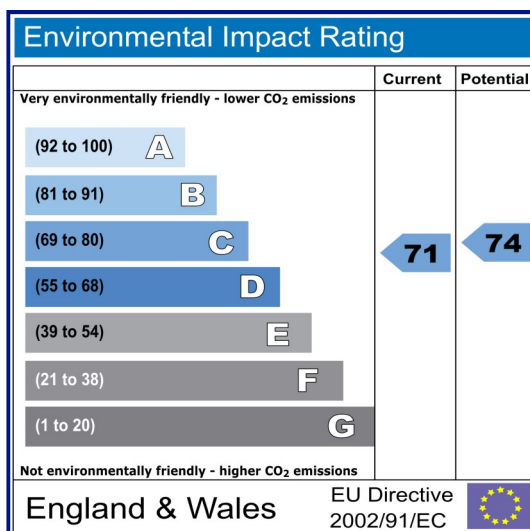
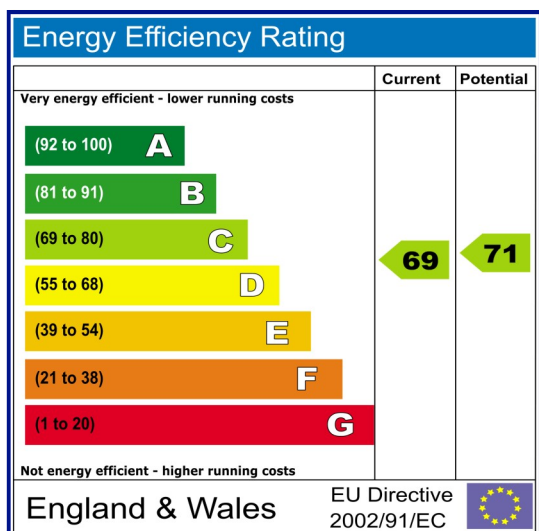
From the 1st October, marketing for letting without a valid EPC will be an offence and can attract heavy fines and punishments from Trading Standards both for the Landlord and Letting Agent. Therefore, your agents will not market without an EPC.

The assessment takes into account the age of the property, construction type, loft and wall insulation, window type, the heating system and controls and even whether or not the property has any low energy lighting.

At the end of the assessment the property is graded and a report and certificate like this one below is produced. The report also sets out the approximate running costs of the property and general advice on how to improve energy efficiency

The EPC for lettings purposes, has a lifespan of up to ten years.

Warren Bradley Estates are able to arrange an Energy Performance Certificate for you at a cost of £60.00 + VAT.



Electrical Installation Condition Report (EICR)

From 1st July 2020 Electrical Installation Condition Reports (EICRs) become mandatory in the private rented sector for new and renewed tenancies in England, and for all existing tenancies on 1st April 2021.

If you create a new tenancy, or renew an existing one, on or after 1st July 2020, you will need a satisfactory EICR. Renewals include tenancies that become statutory periodic (not contractual periodic) at the end of a fixed term on or after 1st July 2020 (Note: all our contracts changed to contractual periodic from June 2019 onwards). All properties in the private rented sector will need an EICR from 1st April 2021.

EICRs now join gas safety certificates (CP12s) and energy performance certificates (EPCs) as legally required documents that must be in place before your tenancy starts or is renewed. There are penalties for non-compliance.

EICRs must be renewed every 5 years, unless your electrician states that it needs to be done sooner.

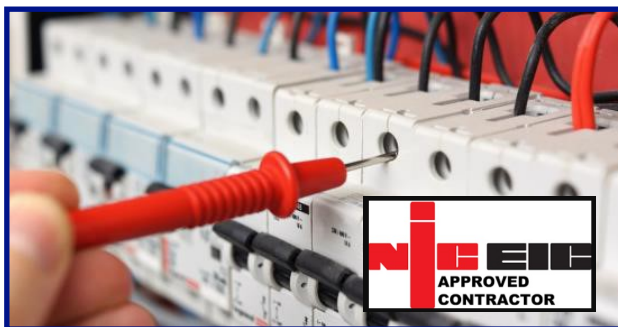
We recommend you have your EICR completed at least 1 month before it's required. Many properties require remedial work and, as with a gas safety certificate, you cannot move a tenant in until your EICR has a "satisfactory" rating.

We will be happy to organize your EICR with one of our fully qualified electricians.

Landlord Gas Safety Certificates (CP12)

It is law for all rental properties that an annual (12 months) gas safety inspection is carried out on all gas appliances including boiler by a qualified gas safe registered tradesperson.

We have reputable qualified gas safe engineers who we can arrange to carry out this annual inspection for a cost of £60 + VAT.



Landlords Checklist

This quick checklist will help new landlords to ensure that everything have been set up in order for your new tenants to move into the property.

Signed Terms and Conditions with Warren Bradley Estates	
Rent Guarantee has been organised	
Energy Performance Certificate (EPC)	
Gas Safety Certificate (If Required)	
Electrical Installation Condition Report (EICR)	
Deposit has been protected	
Inventory has been organised	
Provided Bank Account details for Rental Payments	
Contacted Utility Companies with Meter Readings	
Received Copy of signed Tenancy Agreement	

Warren Bradley Estates are happy to arrange all of the above with the landlord's prior consent.

Simply call us on 020 8200 7007 to discuss your requirements.

Next Step ???? ... Instructing Warren Bradley Estates

If you are happy with the valuation and terms set out by us on your consultation the next step is to instruct us.

In order to do this you must complete and return a Lettings Marketing Agreement which will be given to you during your consultation. This will simply state the asking price for the property and the fees that you have agreed with us.

If you have any further queries please do not hesitate to contact me at our head office on 020 8200 7007.

We would like to take this opportunity to thank you for choosing Warren Bradley Estates and hope that this will be the beginning of a long and fruitful business relationship.

Kind Regards

Lettings Department



What our customers say about us...

I have used this agent for several years as a landlord with a few properties. They have never let me down. They treat every property the same whether its a studio or a 5 bedroom house. I trust them which says a lot. [Gina, NW9, HA8 and HA7](#) ★★★★★

I have been using Warren Bradley for a few months now. They are remarkably better than my previous agent (Purplebricks). They are responsive to emails, rectified issues quickly and overall maintain good communication with me. This is much appreciated given I work overseas [Ben, Charcot Road](#) ★★★★★

Other agents promised me what they couldn't deliver (£100 more per month) where as Warren Bradley were honest from the very beginning. They told me the rent I could achieve, gave me basis to their opinion. I felt assured that I had achieved the best possible outcome taking into account all aspects of the offer. Don't be blinded by other agents who just want your property but once getting it dont know what to do. [Karen, Welsh Harp Village](#) ★★★★★

In the past I had terrible issues with other agents managing my property, since Warren Bradley Estates took over it has been great. They inspect the property on a regular basis and account for every single penny, no work is done before I give permission and I can not complain about anything. The staffs friendly and personal approach make things very comfortable and you feel at ease asking for their help and advice. [Eric, Summit Avenue](#) ★★★★★

My property was on the market for a month with another agent, and no tenant. Warren Bradley in a day did more then the other agent in a month and within 3 days had agreed an offer with a lovely family who have now been my tenants for 18 months without any issues. [Emma, Roe Lane](#) ★★★★★

