

let us do  
all the work



Full Management

# Letting and Full Management Service

This service is designed to find you a tenant and then set up your tenancy.

*From the commencement of the tenancy, we will collect the rental income and manage the property on your behalf.*



## Within this service we will:

- Arrange marketing with individual property details, detailed description on the Hobbs Parker website, OnTheMarket, Rightmove, Social Media advertising and erection of a Hobbs Parker 'To Let' board
- Provide accompanied and out of hours viewings
- Arrange full referencing of each tenant and provide you with details of our subsequent findings
- Negotiate the tenancy terms
- Provide a bespoke tenancy agreement in line with current legislation
- Provide registration of the security deposit in line with current legislation
- Manage the sign up of the new tenancy and collection of initial monies (deposit and first months' rent)
- Provide tenants with a standing order mandate to pay their rent directly to our HP client account
- Collect the rental payments and transfer the rent via BACs to your designated account
- Provide statements regarding transactions on your rent account
- Handle tenant complaints and problems
- Make arrangements for property maintenance and repairs on your behalf
- Arrange initial safety inspections on your behalf
- Inspect the property on a regular basis throughout the tenancy and provide reports
- Arrange renewal of any safety records
- Notify and transfer utility accounts
- Pay tenancy related invoices through your client account
- Negotiate deposit release and handle any dispute on your behalf

**Fee:** 12% + VAT  
of the ongoing monthly rental

**Bespoke Tenancy Agreement:** £175 + VAT

**Deposit Registration:** £95 + VAT

**Tenancy Application Fee:** £95 + VAT

## Additional Services

### Dependant on property:

- Professional Photography and Floorplan
- Preparation of Inventory and Schedule of Condition
- Check-In and Check-Out of tenancy
- Rent and Legal Protection Cover

**Fee: Dependant on property**



let us collect  
the rent



Introduction **P+US**

# Introduction Plus Service

This service is designed to find you a tenant and then set up your tenancy.

*We will collect the rental income and manage the property on your behalf.*



## Within this service we will:

- Arrange marketing with individual property details, detailed description on the Hobbs Parker website, OnTheMarket, Rightmove, Social Media advertising and erection of a Hobbs Parker 'To Let' board
- Provide accompanied and out of hours viewings
- Arrange full referencing of each tenant and provide you with details of our subsequent findings
- Negotiate the tenancy terms
- Provide a bespoke tenancy agreement in line with current legislation
- Provide registration of the security deposit in line with current legislation
- Manage the sign up of the new tenancy and collection of initial monies (deposit and first months' rent)
- Provide tenants with a standing order mandate to pay their rent directly to our HP client account
- Collect the rental payments and transfer the rent via BACs to your designated account
- Provide statements regarding transactions on your rent account
- Transfer of utility accounts

**£800 + VAT and £30 + VAT per month**

## Additional Services

### Dependant on property:

- Professional Photography and Floorplan
- Preparation of Inventory and Schedule of Condition
- Check-In and Check-Out of tenancy
- Rent and Legal Protection Cover

**Fee: Dependant on property**

**hobbs  
parker**

let us find you  
a tenant



Introduction only

# Tenant Introduction Service

This service is designed to find you a tenant and then set up your tenancy.



*From the commencement of the tenancy, the day-to-day running and responsibility of management will then pass to you.*

## Within this service we will:

- Arrange marketing with individual property details, detailed description on the Hobbs Parker website, OnTheMarket, Rightmove, Social Media advertising and erection of a Hobbs Parker 'To Let' board
- Provide accompanied and out of hours viewings
- Arrange full referencing of each tenant and provide you with details of our subsequent findings
- Negotiate the tenancy terms
- Provide a bespoke tenancy agreement in line with current legislation
- Provide registration of the security deposit in line with current legislation
- Manage the sign up of the new tenancy and collection of initial monies (deposit and first months' rent)

**Fee: £800 + VAT**

## Additional Services

### Dependant on property:

- Professional Photography and Floorplan
- Preparation of Inventory and Schedule of Condition
- Check-In and Check-Out of tenancy
- Rent and Legal Protection Cover

**Fee: Dependant on property**

**hobbs  
parker**

what you  
have to do



Legal and Safety  
Requirements

# Legal and Safety Requirements

When letting you must ensure that your property complies with the following legislation.



*Safety aspects fall under criminal law. If a criminal offence is committed landlords can face a prison sentence, heavy fine or both.*

*We would be pleased to advise further on any aspect of the legislation in order to ensure full compliance.*

## ■ Gas

The Gas Safety (Installation and Use) Regulations 1998 are designed to prevent injury to the public from carbon monoxide poisoning, fire and explosion.

All Landlords have a common law duty to ensure that gas installations and appliances supplied with their properties are safe. A valid safety certificate (CPI2) carried out by a GAS SAFE registered engineer must be presented to each tenant at tenancy commencement and annually throughout the tenancy.

## ■ Electrical

The Electrical Safety Standards in The Private Rented Sector 2020 require 5 yearly inspections of electrical installations and inspection reports to be supplied to tenants. Electrical safety reports must comply with the 18th edition of the wiring regulations British Standard 7671.

## ■ Smoke and Carbon Monoxide Alarms

The Smoke and Carbon Monoxide Alarm (England) Regulations 2022 require a smoke alarm to be present on each floor of the property and in addition a carbon monoxide alarm to be present in any room with a fixed combustion appliance (except gas cookers).

## ■ Consent to Let

If a landlord lets out his property without the consent of his mortgage lender he may be in breach of the terms and conditions of his mortgage with potentially serious consequences. If you have a mortgage you must obtain consent from your mortgage lender.

If the property is leasehold, any let will be subject to the approval of the Superior Landlord.

## ■ Tax

Income tax is payable on rental income. Landlords must declare this income on a Self-Assessment Tax Return. There is a requirement under Self-Assessment to keep adequate records to ensure that the calculations included in the return are accurate. For Landlords whose residence is outside of the UK the legislation differs and Hobbs Parker Residential Lettings will have a statutory obligation to deduct basic rate tax on the rental income and make payments to the Inland Revenue, however, you can apply to the Inland Revenue to 'self-assess' your own tax. Upon approval, the Revenue will authorise payment of rent without deducting tax at source. For further information we strongly advise consultation with a Tax Advisor.

## ■ EPC

It is a legal requirement for all rented properties to have an Energy Performance Certificate (EPC). It is the Landlords responsibility to ensure that an EPC is available to any prospective tenant during marketing. We can assist you in arranging for a registered Energy Assessor to prepare the necessary documentation. If you would prefer to arrange your own EPC then we must receive a copy of the Certificate.

It is illegal to let out a property with an EPC Rating below E