



Domus

Landlord & student lettings

OVERVIEW

The University has been managing privately owned properties for 20 years and we have an experienced team of Accommodation Managers on hand to deal with all of your property needs. Being experts in the property sector allows us to stay up to date with the changes in legislation and practice which, in turn, helps us to protect your interests and your property.

Once you have had the opportunity to read through our management service details we would be happy to meet with you at your property to discuss our service, answer any questions you may have and advise you of the potential rental income.

In order to provide accommodation for continuing second or subsequent year students, we require a range of properties and so we operate a comprehensive property management service whereby we take on properties from Landlords and then sublet the properties to students.

The lease agreement is between the University and the landlord, so the University is your tenant and you have ease of mind dealing directly with the University. We agree a rental figure with you and this is the net rent you receive each month. We cover our costs by charging students an additional 15% over and above this figure. Asides from this charge, there are no other costs for our property management service.

We normally look to take on flats from May through to September and leases can run for 9-12 months. Although we have an excellent record in finding tenants, we do not sign a lease with a landlord until we have tenants secured for the property. Once we have signed a lease with you we guarantee rental for the whole period of the lease which is a great benefit of our management service.

We are particularly interested in properties in centrally located areas including Newington, the Old Town, Sciennes, Marchmont, Bruntsfield and Tollcross but will consider other areas which are well served by public transport and where there is clear demand from students or staff.

The University endeavours to make the letting of your property as simple as possible for you. However, as a landlord there are several things you need to do in order to ensure you, and your property, are ready for letting. We have broken these down by area below.

COMPLIANCE

We ask that you supply us with the following, legally required, documentation:

Landlord Registration

All landlords are required to register as a landlord with the City of Edinburgh Council. Please see www.landlordregistrationscotland.gov.uk which will inform you of the cost and guide you through the registration process. In order to list us as an agent you will require our full address and the University's registration number:

Accommodation, Catering and Events
18 Holyrood Park Road
Edinburgh
EH16 5AY

00558/230/08590

Registration lasts for three years from the date of application.



Energy Performance Certificate (EPC)

An Energy Performance Certificate is required for properties when constructed, sold or let. It provides details on the energy performance of the property and what you can do to improve it.

We cannot advertise your property without this certificate, the good news is that it lasts for 10 years.

Gas Safety Certificate (GSC)

This will ensure all gas installations and appliances are safe to use and that they are compliant with gas safety regulations. This check is required annually.

Electrical Installation Condition Report (EICR)

This is a document that is produced following an assessment of electrical installation. The EICR is based on the condition of the wiring and connections within the property and the test covers the entire electrical system. Each circuit's cable and accessories, eg sockets, light switches, light fittings will be inspected for visual damage and wear and tear. The wiring will then undergo a series of tests to make sure it is safe and that the circuit is wired correctly. The EICR will also determine if items such as earthing, bonding and incoming supply is sufficient. If there are any faults or remedial works found during the test they are given codes C1, C2, or C3, if a C1, or C2 code is given it would mean the installation is in an unsatisfactory condition. Code C1 faults require urgent attention – danger present, code C2 faults require attention – potential danger, code C3 faults are an improvement recommended. This test is required every 5 years.

Portable Appliance Test (PAT)

Portable Appliance Test is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. This test is required annually.

Legionella Risk Assessment

Landlords have responsibilities for combating Legionnaires' Disease. Health and safety legislation requires that a risk assessment is carried out for the Legionella bacteria which cause Legionnaires' Disease and, thereafter, maintain control measures to minimise the risk. Most rented premises will be low risk but it is important that risk assessments are.

Fire Risk Assessment

A fire risk assessment identifies what you need to do to prevent fire and keep people safe. The fire risk assessment should be carried out and reviewed regularly.

carried out and control measures introduced. The frequency of this test will depend on the level of risk identified. **Recurrence tbc**

Smoke and Carbon Monoxide Detectors

We require smoke and carbon monoxide detectors to be installed in the appropriate places within the property, the requirements are as follows:

- One functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes
- One functioning smoke alarm in every circulation space, such as hallways and landings
- One heat alarm in every kitchen
- All alarms should be interlinked

In addition to the above, carbon monoxide detectors must be fitted in all properties containing a combustion device (gas, oil or solid fuel). The detectors must be fitted in each space containing a gas appliance, in each bedroom or living room where the flue from an appliance passes through. Detectors should comply with British safety standards, be powered by batteries designed to last the life of the alarm, they can be mains powered but not plug in.

Fire Safety

A fire extinguisher and a fire blanket should be provided for the property. The fire blanket should be wall mounted in the kitchen within easy reach of the cooker.

Furnishings

All soft furnishings should meet current fire standards and require labels to state this.

In addition to the above, HMO properties will also require:

Houses in Multiple Occupation (HMO Licence)

This is only required if the property is going to be let to three or more unrelated people. More information on the exact requirements can be found here: www.edinburgh.gov.uk/info/20058/private_housing/372/houses_in_multiple_occupation_hmo

Emergency Lighting

Emergency lighting is lighting for an emergency situation when the main power supply is cut and any normal illumination fails. Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely. This test is required annually.



INSURANCE & MORTGAGE

It is important to check that your mortgage is suitable for letting to students and that your contents and building are full insured. It is worth obtaining insurance that covers the cost of re-housing tenants should something unforeseen make the property uninhabitable.

TAX

Consult an accountant about the tax implications of letting your property. We are obliged to supply HMRC with details of income paid out to landlords, whether they are living in the UK or not so it is important that you declare your income from the property.

If you are living abroad, you should apply through the Non-Resident Landlord Scheme to have your rent paid without tax deducted: the University's number for this is available on request. More information is available on line.

<https://www.gov.uk/government/publications/non-resident-landlord-application-to-have-uk-rental-income-without-deduction-of-uk-tax-individuals-nrl1>

RENTAL PAYMENTS

The rental payment process will only commence once we have received all safety certificates and bank details from you.

Rental income is guaranteed for the duration of the tenancy once tenants are signed up; rent is then paid monthly in advance by the University normally around the 21st of each month. Payments are made by BACS so please ensure you provide us with your bank details to ensure swift payment. You will receive a monthly remittance from Accounts Payable. Please bear in mind that there may be slight delays due to bank holidays and it can be a good idea to have funds in your account to cover any direct debits in case there is an unforeseen delay.

Rental payments are reviewed annually.

UTILITIES & COUNCIL TAX

We will contact the utility companies and the Council to inform them when new tenants move in. Please note, however, that this process may take a number of weeks and may require follow up correspondence. If you receive any incorrect bills please pass these onto us and we will be happy to follow these up.

COSTS

We have a very simple and competitively priced cost structure for our management service. We cover our costs by charging students an additional **15%** over and above the rental figure that is agreed with you.

Our costs include the following:

SERVICE	INCLUDED?
Advise on rental potential of your property and quote a price	✓
Advise on the paperwork required for letting	✓
Advertise your property	✓
Conduct viewings	✓
Handle tenant applications and pre-let enquiries	✓
Draw up contracts	✓
Organise rental payments	✓
Draw up an inventory	✓
Organise required safety checks/works to property prior to letting	✓
Organise key collection and handover of property with tenants	✓
Transfer utilities into tenants' names	✓
Provide an ongoing property management service dealing with maintenance issues as they arise	✓
Handle all tenant enquiries throughout the tenancy	✓
Provide 24 hour maintenance emergency number for tenants	✓
Issue monthly statements of account	✓
Conduct routine inspections	✓
Arrange contract extensions/renewals	✓
Issue formal Notice to Quit paperwork	✓
Re-advertise the property to minimise empty periods between lets	✓
Conduct end of tenancy inspection including condition report	✓
Arrange end of tenancy cleaning and maintenance	✓
Co-ordinate all HMO renewal paperwork	✓ HMO Properties only
Conduct HMO inspection with the City of Edinburgh Council (HMO properties only)	✓ HMO Properties only

COMMUNICATION & CARE OF YOUR PROPERTY

We like to establish excellent communication with our landlords. It is therefore important that you provide us with your contact details and inform us of any changes to them. If any problems arise within your property, swift communication is essential. Even if you are going on holiday for a couple of weeks, we would ask that you notify us in case of emergency. It is easier for us if we have one main point of contact for each property to ensure efficient and consistent communication. Each landlord/property will be assigned with an Accommodation Manager who will deal with all of your and the tenants' enquiries.

All properties are inspected regularly to check the condition of the property and to ensure the tenants are adhering to the conditions of their lease. We provide an update after each inspection and will advise of the general condition, any repairs needed and also any areas of deterioration.

MAINTENANCE

The majority of landlords like to be hands off, but informed of anything important or high value. We will carry out maintenance works up to the value of £150 without troubling you, unless asked otherwise. If you are not contactable for any reason for amounts over this sum, we will use our discretion to protect your best interests. In the case of an emergency, we will organise the necessary works immediately and please note that there is not always time for authorisation as our priority is to protect the safety of the tenants and the fabric of your property.

We have an excellent working relationship with Mears who take care of the majority of our safety checks and maintenance work. In order to qualify for this contract Mears were put through a rigorous and competitive process during which they were carefully assessed on health and safety, quality management and price. As a result we get a reliable service at a very reasonable cost.

We prefer to use our own tradesmen as we know the standard of their work is high and that they will prioritise requests from us. You are welcome to use your own tradesmen provided we are notified of access arrangements. The minimum notice we can give students is 24 hours.

Landlords are responsible for repair costs as well as fair wear and tear replacement costs. If repairs or maintenance have been arranged on your behalf, the cost of this will be deducted from your next rental payment.

Where major works are required, eg installation of a new kitchen or bathroom, large scale decoration, we will charge a small fee for co-ordinating this work.

Landlords should be aware that every property will have ongoing maintenance issues. Walls need to be repainted every 3-5 years and carpets replaced within a similar timescale depending on quality and usage. Landlords should also expect to contribute towards full spring cleaning (including carpets, curtains and upholstery) to maintain the property at a high standard. We recommend landlords put aside a small amount each month to cover these costs as they arise.

PROPERTY STANDARDS & CLEANING

Please leave the property professionally cleaned and the décor in a satisfactory condition.

INVENTORY

All items in the property should be functional and please do not leave items of extremely high value or sentimental value. We also require you to clear out the cupboards, leaving behind only necessary items. Our attached recommended inventory lists all necessary items and we ask that you remove all other items (eg old china, plates, cutlery, pictures) unless agreed with ourselves.

We ask that you leave all manuals for appliances in a folder in a kitchen drawer. It is also helpful to leave a notice by the boiler with simple user instructions, in addition to the full instruction leaflet. Please also label each isolation switch with the name of the appliance it turns on and off as this often helps tenants to navigate the property when they move in.

If you have any appliance guarantees or service contracts please be sure to let us know.

MARKETING

We market our properties through our own website (www.studenthomes.accom.ed.ac.uk) and we also run an annual property sales day which is heavily promoted to students. This year we let all of our available properties in this one day.

KEYS

We require you to provide us with one set of keys per tenant and two for the University. Please ensure all keyrings are removed as these will not be retained and notify us of any alarm codes. All keys should be checked prior to handover and clearly labelled.

POST LET PROCEDURE

As well as the routine semesterly inspections, we will carry out a full move out inspection.

At this point we will check the inventory, the condition of the property, deal with any maintenance issues, assess whether students should be charged for any damage, arrange cleaning as required and collect keys. We will also contact you to issue a brief report to conclude the tenancy.

FACTORING & STAIR CLEANING COSTS

If the property is factored and/or there is a chargeable stair cleaning system in place please allow for the cost of this in the rent you receive. If you arrange for these statements to come to us we can settle these bills on your behalf and deduct the cost from your rental payment.



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