

A Guide to Property Management

At Russell Simpson, we know that being a Landlord can be a full-time job and many of our clients do not have the time to manage their tenanted properties. We therefore offer a property management service that is not only very personal, but also ensures the tenancy runs smoothly and efficiently from start to finish. Please see below the property management service we offer:

Inventory

The inventory is an essential part of any new tenancy as it provides written and photographic evidence of the condition and contents of your property when it is handed over to the Tenant. We will arrange your inventory with an independent inventory clerk who will also produce a check in report. The check in details the exact condition of the flat including cleanliness, meter reads and number of keys given to the Tenant. Once in receipt of the inventory and check in, we will forward them to both the Tenant and Landlord for approval.

Inspections

Once a tenant has moved in, we will check the premises within the first 3 months of the tenancy and report back to you. After this, we will check the house every 6 months and can subsequently address any maintenance issues. Additional maintenance visits can be arranged upon request.

Day to Day Management

As with any property, be it a small studio or a 5 bedroom family house, there are always going to be areas that need attention. As your property managers, Russell Simpson would be the tenant's point of contact in the case of an emergency or any management issues that arise, be that at midday or midnight. We have a team of loyal and reliable contractors, many of whom have worked with us for years. Ranging from Plumbers to Roofers, Electricians to Locksmiths and Telecommunication Specialists to Gardeners, we have the tradesman to suit the job.

Payments of Outgoings

We will hold a float for your property from the rent payments, and from this can pay Service Charges, Ground Rents and any applicable Utility Bills as well as anything involved in the Day to Day Management. We are also able to assist with insurance claims.

When a problem arises, we will send our contractors in as soon as possible to inspect the issue. For larger jobs, we will always obtain at least 3 quotations, which shall be forwarded to you for your approval before works are carried out, except in an emergency. For smaller jobs under £250, we will organise the repair ourselves. We will then send you a statement of your management float with any expenditure outlined, so you are always fully informed of your finances.

Settlement of Deposits

This can be a tricky area, however we have years of experience with deposit returns and are yet to outsource any deposit disputes. Once the Landlord or Tenant have served notice and a move out date has been agreed, we will arrange the Inventory Check-Out, wherever possible with the same clerk as carried out the Check-In. When in receipt of this, we will deal with the rectification of any dilapidations and negotiations with the Tenant. Once we have written agreement from both the Landlord and Tenant we will then release the deposit accordingly.

Rules and Regulations

There is a huge amount of legislation when it comes to letting properties. It is essential that every Landlord complies with the relevant rules and regulations for their property. These include:

- The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 and 1993)
- Gas Safety (Installation and Use) Regulations 1998
- Smoke and Carbon Monoxide Alarm Regulations 2015
- Deregulation Act 2015
- Tenancy Deposit Scheme
- Immigration Act 2014 – ‘Right to Rent’ checks
- The Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets Regulations 1994
- Energy Performance Certificate
- Building Regulations 1991
- Insurance
- Permissions

The above regulations are all detailed further in our Terms of Business and our ‘Guide to Letting’. Russell Simpson will endeavour to keep up updated of any changes or updates in legislation which may affect you or your property.