



Landlord Services - Before the letting your property.

Buzzard Homes will: (subject to terms)

Visit the property and advise on any action you need to take before letting the property. This includes any repairs and refurbishments needed to put it into a fit state for letting.

- Give you advice on the level of rent you can expect.
- Promote your property and carry out Accompanied Viewings
- If you ask, they will arrange safety checks on gas and electrical appliances and EPC Certificate. (if required) Explain your rights and responsibilities, and the tenant's rights and responsibilities.
- If instructed by you, request identification from your tenant. Before the start of a new tenancy, all occupiers aged 18 and over will be asked for identification to check they can legally rent a residential property in England.
- Give you guidance on issues to check with your existing mortgage terms.
- Give you guidance on what insurance should be in place.
- Protect the deposit with a Tenancy Deposit Schemes, if requested. Buzzard Homes are Members of the Tenancy Deposit Scheme (Custodial)
- Go with possible new tenants to view unoccupied property.
- Choose a tenant in a way agreed with you, taking up references or checking the tenant's rent payment record and previous references.
- Arrange for the preparation of a schedule of the condition of the property and its contents (Inventory) for you, together with acceptance by the tenant of a property so described.
- Provide and fill in a tenancy agreement and take a deposit to protect against possible damage or agree with you another sort of guarantee.
- We can also offer you a rental Guarantee scheme, to cover you for non-payment of rent and legal fees. (Optional)
- Transfer the bills for the services for which the tenant will be responsible into the tenant's name.



During the tenancy

Buzzard Homes will:

- Will set up a Payment method, direct from the Tenant to the Landlord's account for monthly rental payments. Buzzard Homes does not hold any Landlords or Tenants monies. Tenants' monies are held in a Custodial Account with The Tenancy Deposit Scheme (Custodial)
- Review your statement of account as often as agreed with you.
- Depending on the Service agreed, Visit the property periodically during the course of the tenancy as often as agreed with you (e.g. every three months) to check it is being suitably looked after.
- Arrange to have routine maintenance work carried out, up to a limit agreed with you. Buzzard Homes will refer expenditure above that limit to you for approval.
- Buzzard Homes will Invoice you direct or arrange for the service provider to invoice you directly.
- Respond promptly to the tenant's enquiries.
- Keep an eye on the rent payment record and take reasonable steps to safeguard prompt payment of any money owed. (As advised by the Landlord)
- Arrange the sale of the Property should you wish to sell the Property. Either to the existing Tenant or on the Open Market. (Additional Fees will apply)

At the end of the tenancy

Buzzard Homes:

- Give you advice on your options including reviewing the rent.
- Provide Marketing for a New Tenant (if desired)

If you want to end the tenancy, Buzzard Homes: (subject to Terms Agreed)

- Serve the correct notices on the tenant.
- Check the condition of the property and any contents and discuss any repairs with you before giving the deposit back or arranging for repairs.
- Collect the key and make sure that the property is secure.

