

## LANDLORD - GETTING STARTED

1. **LANDLORD REGISTRATION** - In order to rent out your property most people will need to register as a Landlord with the council their property located. You will need to register even if a letting agent takes care of the property and deals with the tenants. There are serious consequences if you don't register.

To register as a landlord please follow the link below

<https://www.landlordregistrationscotland.gov.uk>

2. **CONTACT YOUR LENDER** - If your property is subject to a mortgage you will need to inform your mortgage lender you want to rent your property out. Letting your property without consulting your lender may result in breaking your mortgage contract.
3. **UPDATE YOUR INSURANCE** - You need to make certain your insurers provide adequate cover based on you renting out your property. Buildings, contents and property owner's liability are all the kinds of insurance cover you should ask about.
4. **CERTIFICATIONS –**

### **Energy Performance Certificate**

It is compulsory to have an Energy Performance Certificate (EPC). You will require this when the property is being first advertised.

The Energy Performance Certificate must be displayed within the property as well as in any advert for the property. A copy of the EPC will be provided to the tenant when requested. The EPC has a scale of A to G. The most efficient homes which should have the lowest fuel bills are in band A.

**The certificate is valid for 10 years**

### **Annual Gas Safety Certificate**

It is the Landlords responsibility to ensure that the gas appliances (gas hob, fire, boiler etc) are safe and that they are checked annually by a Gas Safe registered engineer.

A record of the safety check must be kept for 2 years and a copy will be issued to each existing tenant within 28 days of the check being completed. A copy will be provided to any new tenants before they move in.

**The certificate is valid for 1 year**

### **Electrical Safety**

The Housing (Scotland) Act 2006 requires an electrical installation in a rented property to be in a reasonable state of repair and proper working order at the start of the tenancy and at all times during the tenancy.

In order to ensure that all electrical installation and appliances provided with the property are safe to use we would recommend that a qualified electrician carry out an Electrical Installation Condition Report (EICR) and Portable Appliance Test (PAT).

It may also be a requirement of your insurance policy (buildings and or contents) to ensure that the electrical installation and key appliances are checked. Please check with your insurer to ensure you are aware of your obligations to them.

**EICR certificate is valid for 5 years, PAT test every new tenant or 1 year**

## 5. FIRE PROTECTION

### Smoke Detectors

It is now a statutory requirement to have smoke detectors fitted in all rented accommodation. Battery powered smoke detectors are acceptable if these are already in place and are in good working order. For all new installations including replacement of battery smoke detectors, must be hard wired (mains powered). A minimum of one detector on each floor of the property will be required.

### Carbon Monoxide Detectors

Carbon Monoxide is widely known as a silent killer, you cannot see, smell or taste carbon monoxide and exposure to even low levels can be a serious health hazard and even cause death.

On 01<sup>st</sup> October 2013 amended and technical guidance came into force in connection with carbon monoxide detectors. The Detectors should comply with BS EN 50291-1:2010 powered by a battery designed to operate for the working life of the detector.

Hard wired mains operated carbon monoxide detectors complying with BS EN 50291-1:2010 (Type A) with fixed wiring (not plug in types) may be used as an alternative, provided they are fitted with a sensor failure warning device.

A detection system should be installed where:

- A new or replacement fixed combustion appliance (excluding an appliance used solely for cooking) is installed in the property; or
- A new or replacement fixed combustion appliance is installed in an inter-connected space, for example, an integral garage.
- 1 carbon monoxide detector in every space containing a fixed combustion appliance (excluding an appliance used solely for cooking), and
- 1 carbon monoxide detector to provide early warning to high risk accommodation, that is, a bedroom or principal habitable room, where a flue passes through these rooms.

## 6. CLEANING - GETTING THE PROPERTY READY

### General cleaning

First impressions count when it comes to property, it is vital your property looks its best for potential tenants. Clean thoroughly from top to bottom - carpets, floors, windows, fixtures and fittings, skirting's and door frames, Kitchen appliances etc. Maintaining this condition for

viewings will give you the best chance of letting your property and achieving the best possible price.

### **The external view**

This is the first view your potential tenants will have of your property; focus should be optimised on its appearance.

Tidy up the front and back garden (weed, trim hedges, add some new plants if necessary, clear any dead or unsightly plants, mow and fix any damaged lawn) clean common access areas if the property is a flat. Give the window frames and door a lick of paint if they need it, keep rubbish and rubbish bins out of sight.

### **The interior**

De-clutter to create more space, remove unnecessary objects, clear out cupboards and wardrobes of non-essential items.

Make minor repairs - fix leaky taps and cracks in the walls, replace broken or crooked tiles, replace burned-out light bulbs - make sure everything works, eradicate unpleasant odours, like pet smells and cigarette smoke and decorate rooms if required.

7. **KEYS** -There should be at least 3-4 full sets of keys made available, one for the tenants, two for the Agent and one for yourself if you want to keep a set of keys. Make sure you leave the window keys and any patio door keys in the property for the tenant to use.
8. **FURNISHED OR UNFURNISHED** -

### **If property is being let furnished**

If you let your property as a furnished property you are responsible for ensuring the furniture meets the safety regulation.

Statutory legislation relevant to furniture & furnishings safety

The Furniture & Furnishings (Fire)(Safety) Regulations 1988 (amended 1989 & 1993)

Consumer Protection Act 1987 (CPA)

Effective from 1st March 1993 landlords letting properties will be expected to ensure any soft furnishings comply with these regulations:

- Upholstered articles (i.e. beds, sofas, armchairs etc) must have fire resistant filling material.
- Upholstered articles must have passed a match resistance test, or if of certain kinds (such as cotton or silk) be used with a fire resistant inter liner.
- The combination of the cover fabric and the filling material must have passed a cigarette resistance test.

### **The regulations apply to:**

- Beds, headboards and mattresses

- Sofa-beds, futons and other convertibles
- Nursery furniture
- Garden furniture which is suitable for use in dwelling
- Scatter cushions and seat pads
- Pillows
- Loose and stretch covers for furniture
- Extra or replacement furniture purchased for rented accommodation

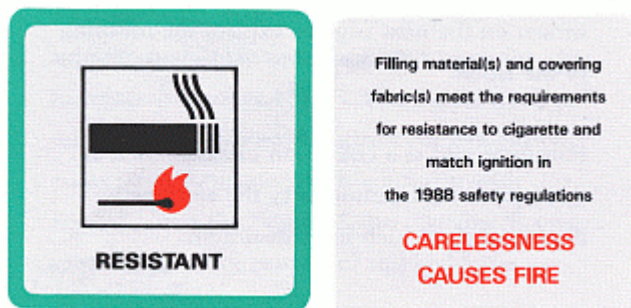
**The regulations do NOT apply to:**

- Antique furniture or any furniture made before 1950
- Bed-clothes (including duvets)
- Loose covers for mattresses
- Pillowcases
- Curtains
- Carpets
- Sleeping bags

When buying new or second hand furniture for rental property you should always check to see that there is an appropriate label. Furniture or furnishings purchased after 1st march 1990 from a reputable supplier should have all the attached labels.

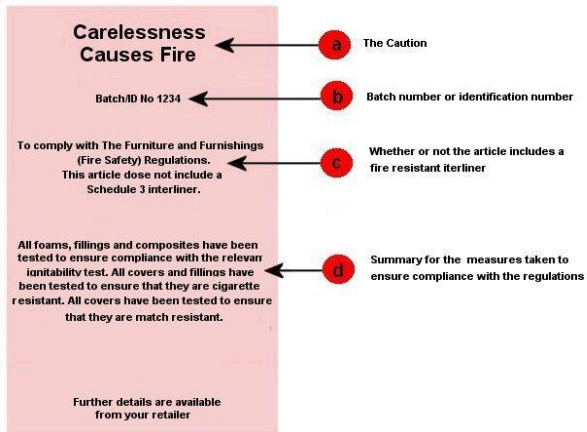
**There are two types of labels:**

**DISPLAY LABEL: All furniture will carry the appropriate display label at point of sale.**



Example of Display Label

**PERMANENT LABELS: All new furniture (except mattresses and bed-bases) and covers for furniture must carry a permanent and non detachable label.**



Example of Permanent Label

If you require any further information on any of the mentioned subjects please contact us.