

empty  
property  
or rental income ?



LET EAFIELD & MAPLE TURN YOUR EMPTY PROPERTY INTO INCOME!

# Empty Property or Rental Income?

Let Eafield & Maple turn your empty property into income!

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The easy way to let your home.

Eafield & Maple are the main letting and management agents in your area and we are committed to caring for your property and maximising your financial return.

Our complete management service includes:-

- **Free** Internet advertising
- **Free** newspaper advertising
- **Free** to let board
- Accompanied viewing service
- Corporate and high quality tenants
- Careful tenant selection
- Comprehensive tenancy agreement
- Rent collection and regular statements
- Assistance for overseas landlords
- Regular inspections
- Maintenance
- Legal updates on legislation
- Advice and arrangement of suitable insurance policy
- Rent guaranteed (*Subject to Insurance*)



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### Advice for landlords

#### How much rent will I receive?

We will carry out a free assessment of your property and advise you of the best rent achievable. Once your property is let we are responsible for organising the payment of rent by the tenant. This will be done in one of two ways:- for professional (employed) tenants the rent will be paid in advance by standing order direct to Eafield & Maple's clients rent account. The rent falls due on the same day of every month and this will be the date on which the tenancy commences.

For tenants who will be claiming housing benefit, we process the paper work on behalf of the tenant with the local authority, the rent will then be payable directly to the landlord by the local authority on a four weekly basis.

Once payment has been made by the local authority we shall immediately forward a cheque to you or alternatively pay it to your respective account. Our commission is invoiced along with a monthly statement for your records.

#### Who pays the service providers?

On taking occupancy the tenant becomes responsible for all services to include:

- Council tax
- Gas
- Water
- Electricity
- Sewerage

We will inform all of the relevant service companies of the change of responsibility and bills will be sent directly to the tenant for payment.

#### Deposits

Eafield & Maple will collect from the tenant prior to the commencement of the tenancy a deposit. The amount is usually equal to one calendar months rent. (Unless otherwise prior agreed.)

The deposit will be refunded to the tenant at the termination of the tenancy provided that the tenant has left the property without any damage (excluding fair "wear and tear") and that the rent is paid in full.

Eafield & Maple hold the deposit as a "stakeholder" and will act as an arbitrator in case of any disagreement between tenant and Landlord.



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### Property maintenance

Maintenance and repairs play a major part in maintaining a good tenant and Landlord relationship. Eafield & Maple have good working relationships with several qualified local contractors whom all carry the necessary indemnity insurance. We are able to ensure that necessary repairs or works are carried out swiftly and with as little cost to the Landlord as possible.

If the tenant has any problems such as leaks, breakdown of central heating etc. they will be reported immediately to us. At this point we will contact the Landlord and inform them of the situation.

We will not carry out any repairs incurring cost to the Landlord unless prior authorisation has been given (except in the case of emergencies).

### Safety issues

There are many regulations to ensure the safety of tenants and it is important that the Landlord complies with these.

#### GAS

all gas appliances and associated pipe work in the property must be checked and a safety certificate issued by a CORGI registered plumber on an annual basis. We can arrange for the check to be carried out annually at a competitive price.

#### ELECTRICAL APPLIANCES

although no safety certificate is necessary for the condition of electrical appliances we recommend that any electrical items be checked by a NICEIC qualified electrician prior to the commencement of a tenancy. We can arrange for the check to be carried out at a competitive price.

#### REPAIRS

**the Landlord is responsible to keep:**

in repair the structure and exterior of the dwelling (including drains, gutters and external pipe work).  
in repair and proper working order the installations in the dwellings, for sanitation and for the supply of water, gas and electricity as well as those for heating of space and water.

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### Mortgages

If the property is subject to a mortgage, the mortgagee must be informed of your intention to let the property, and approval given by the mortgagee to do so. Eafield & Maple are Independent Financial Advisers and will advise you on this and handle any necessary paperwork.

### Insurance

The Landlord has no statutory legal obligation to insure the property or its contents during the lease period. However we strongly recommend that suitable buildings and contents insurance with appropriate public liability cover is taken out.

If the property or its contents are insured you should inform the insurers and ask for their approval to go ahead with a let. Many insurance companies will not provide sufficient insurance cover for damage caused by a tenant.

We can arrange for a free no obligation quotation for a suitable buildings and contents insurance package that will cover all of the Landlords requirements. We can also arrange for an insurance package that will offer the Landlord a rent "guarantee" so that funds are received even if the tenant does not pay the rent. Full details of the insurance packages and a free quotation are available on request.

### Tax

Rental income is subject to tax. Expenses incurred during the lease including management fees, repairs and mortgage payments can be offset against your tax liability. *We strongly recommend that you take advice from an accountant.*

### Landlords residing overseas

As managing agents for overseas landlords we are directed by the Inland Revenue to deduct 23% of the gross rental income and account to them on a quarterly basis forwarding any monies due. This percentage in most cases will be far too high as there are numerous expenses that can be offset against the tax including mortgage payments, managing agents fees, repairs and maintenance etc.

Landlords applying to the Inland Revenue for exemption easily avoid this situation. Eafield & Maple hold the relevant forms at our offices and will be delighted to complete them on behalf of landlords. Once exemption is received we will then be able to pay over the rent in full without any deductions for tax. You will then be able to submit accounts to the revenue on an annual basis with the help of an accountant.

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For further information  
and to book your  
free no obligation rental assessment

telephone

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