

An Established Independent Local Company

Hutchings & Butlin is a well established independent company that specialises in the letting and management of residential property. The company delivers services from its offices situated at 34 Musters Road, West Bridgford and the company has an excellent knowledge of the local property investment market.

At Hutchings & Butlin you will deal with qualified staff with the expertise and experience to deal with all aspects of the management of your property. The majority of our clients are longer-term property investors who demand the most efficient and effective management of their property portfolios.

A Regulated & Professional Property Management Service

Hutchings and Butlin are regulated by N.A.L.S (National Approved Letting Scheme) and therefore have the systems and services in place to ensure your property is managed professionally along with the peace of mind of automatic Client Money Protection Insurance, Indemnity Insurance, and a governed arbitration service.

Hutchings and Butlin have worked hard to design a full management package and high level of service that is a necessity in a market that is becoming more sophisticated and demanding. These services are there to protect your property and investment.

- We properly appraise a suitable rent level for your property and we advise clients on pre-let requirements, including advising mortgagee that a property is to be subject to a tenancy.
- We take an agreed level of deposit from all tenants which is held in a manner in line with legislation.
- We arrange for all safety checks and certification that are necessary before you let your property.
- We advise landlords on the best way to insure their property and contents and have negotiated competitive terms with specialist insurers.
- We advertise & market your property via both local newspaper and national internet advertising.
- Our experienced letting team carry out accompanied viewings with potential tenants.
- We use the services of professional inventory companies, keys are issued.
- We have professionally drawn up tenancy agreements and explain to both landlords and tenants their respective rights and responsibilities.
- We use the services of specialised credit control and referencing companies such as Homelet to properly vet prospective tenants.
- We arrange as required for Utility and Council Tax accounts to be transferred into a new tenant's name, taking appropriate meter readings.
- We carry out periodic inspections of your property during the tenancy.
- We collect rent which is held in a separate Client Account protected by a client money protection scheme. Rents are usually paid to landlords monthly and are sent with a proper statement of account. We have pro-active arrears control systems in place.
- We arrange for all routine maintenance to be promptly carried out but are governed by cost limits agreed with the landlord. We refer expenditure over agreed amounts to landlords for their approval.
- We serve all Notices required to end a tenancy, review rent levels with landlords, and carry out a dilapidation inspection and oversee any necessary works or cleaning required prior to re-let. Tenant deposits are then charged if required and the residual deposit is returned to the tenant with a professional statement of account.

9% of the rent collected plus an additional payment of £175 + vat when a property is let.

MANAGED PACKAGE

Advertising and Promotion

- High impact local newspaper advertising
- Eye catching 'To Let' boards
- We have invested in using more top internet property portals than any other Local Agent. RightMove - Primelocation - Find a Property - Globrix. 80% of tenant leads now come from the internet
- Regular networking with relocation agents and large local employers
- Accompanied viewing

Preparation and Execution of Tenancy Agreements

- We will prepare the necessary Tenancy Agreements after consultation with you. *The tenancy will be an Assured Shorthold Tenancy unless stated otherwise.
- In the case of Company Lets we prepare an appropriate Company Let Agreement.
- We include Head Lease details within tenancy agreements prepared for the letting of executive Leasehold apartments, if made available to our office.
- We explain the tenancy obligations to new tenants, and arrange for agreements to be duly signed.

Finding and Vetting Suitable Applicants

Tenants are found to suit your criteria from our own registration lists and from advertising. We use the services of professional referencing and credit control companies to verify the status of the prospective tenant.

Assessment of Rent

We will advise you of the level of rent and deposit which it would be reasonable to charge taking into account the property size, location and condition, and average rent levels charged within the locality for similar properties.

Inventory

We have our own in-house inventory inspectors, who are extremely experienced and professional. The costs of this high level of service are fully met within our management commission.

Meter readings are taken at the beginning of a tenancy and the utility companies are advised accordingly. The local council is advised in writing of the new occupiers of your property.

At the end of the tenancy properties are inspected and any damage found to be beyond fair wear and tear is charged against the tenant's deposit.

All Deposit Monies held are fully bonded by a Government approved insurer, which fully complies with the Tenant Deposit Scheme legislation.

In the event of an official deposit dispute Hutchings & Butlin can act on your behalf. There will be a standard administration hourly rate charge of £15.00+vat per hour for this service. However, in most cases, if the arbitration proves to be in your favour, the costs should be recoverable from the tenant deposit.

Inspection Visits

All properties managed will be subject to periodic inspections to check the condition of each property including its cleanliness, garden maintenance, and the way in which the tenancy is being conducted generally.

Rent Collection

At the start of the tenancy the agreed deposit and one months rent will be taken from the new tenant/s.

The rent is usually collected on a per calendar month basis, payable in advance. Rent paid will be forwarded to you within 7 working days of collection by BACS transfer if appropriate.

An itemised Statement of Account and Invoice highlighting all receipts and expenditure for each property will be forwarded to you each month.

Enforcement of Tenancy Conditions

In the rare eventuality that a breach of the conditions of tenancy occurs, immediate action will be taken to prevent problems developing further. However, if it is necessary to enforce the conditions of tenancy through court action we will prepare the relevant notices to bring the tenancy to an end.

Repairs

Hutchings & Butlin are happy to organise necessary repairs and maintenance to your property using tradesmen nominated by yourself. However, Hutchings & Butlin also offer a professional and effective repairs and maintenance service.

It is important that repair services are carried out professionally and quickly to maintain tenant satisfaction and to safeguard your property.

A Landlord's authority is sought before carrying out a repair, unless otherwise agreed. We do however obtain an automatic authority for repairs up to £350 required, strictly in the event of an emergency or to meet statutory requirements, and up to £150 for the automatic repair of kitchen and bathroom appliances and fittings, or if it is seen that a general preventative repair is required.

Hutchings & Butlin do make a minimal charge to cover administration and infrastructure costs when arranging standard repairs on your behalf. The charges are calculated at 5% of the total repair cost with a minimum charge of £5.00 +vat and a maximum charge of £35.00 +vat. This does not include overseeing insurance works or major building works.

LET ONLY PACKAGE

Advertising and Promotion

- Includes five x display colour adverts with photograph in The Nottingham Evening Post, Property Guide
- Eye catching 'To Let' boards
- Your property placed on Rightmove the largest UK property portal
- Regular networking with relocation agents and large local employers
- Details displayed in Musters Road sales office / Accompanied viewing

Assessment of Rent

We will advise you of the level of rent and deposit which it would be reasonable to charge taking into account the property size, location and condition, and average rent levels charged within the locality for similar properties. We can produce printed comparable data showing you current market activity.

Carry Out Viewings & Reference Suitable Applicants

Tenants are found to suit your criteria from our own registration lists and from advertising. We carry out viewings of your property with prospective tenants. We use the services of professional referencing companies Homelet to verify the status of the prospective tenant.

Preparation and Execution of Tenancy Agreements

- We will prepare the necessary Tenancy Agreements after consultation with you. *The tenancy will be an Assured Shorthold Tenancy unless stated otherwise.
- In the case of Company Lets we prepare an appropriate Company Let Agreement.
- We explain the tenancy obligations to new tenants, and arrange for agreements to be duly signed.

Set Up Client Rent Payments by Bank Standing Order & Take a Tenant Deposit

If requested, we will prepare a bank standing order mandate with the clients' own bank details, so that the rent due can be paid automatically every month to the landlord's account. We take the agreed tenant's deposit and forward it on to the landlord.

COST: £250 Plus VAT in selected areas

Inventory & Utility Records

Some landlords prefer to carry out their own inventories, so in the case of the Letting Only Service we make an additional charge if a client requires us to compile an inventory for a let property. A professional and independent inventory of the contents and condition of the property is arranged before the tenant takes up occupation. Meter readings are taken at the beginning of a tenancy and the utility companies & local authority are advised accordingly.

COST: From £150 plus VAT

ADVERTISE ONLY PACKAGE - Tenant Find

- Your Property Advertised on Rightmove, Primelocation, Find a Property and Globrix
We have invested more than any other Local Agent to make sure your properties get let first.
80% of tenants now find rented property from the internet.

The U.K.'s top ranked property websites.



primelocation...findaproperty....globrix....and more

- 4 x Line Adverts In The Nottingham Evening Post Property Guide
Most landlords aim to let their empty property within one month, however additional adverts can be placed at £15 plus v.a.t. if required.
- Property Details With Property Location Map
Provided to prospective tenants and relocation agents
- Eye catching 'To Let' Board
Will be erected outside your property
- Window Display
Your property will be displayed in the window of our Musters Road sales office.
- Sales Team
Our sales team will take enquiries and pass on prospective tenants to you either by releasing your chosen telephone contact number or passing on the tenant details for you to contact the tenants directly.

Cost of the 'Tenant Find Package': £95 plus v.a.t.
(Offer open to all areas)

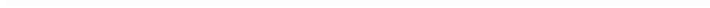
Landlord Buildings Insurance

The landlord is responsible for both buildings insurance and contents insurance for those items supplied by the landlord. The tenants are responsible for arranging insurance cover on their personal belongings only.

Hutchings & Butlin Ltd have arranged a Block policy for landlords Buildings and Contents Insurance with one of the leading insurance companies. The block policy includes properties owned by a large number of landlords and it has therefore been possible to negotiate substantial discount on the standard premium rates.

The benefit of having a large amount of business on one policy is that the rate becomes protected from market fluctuations, for example large scale floods will certainly push up rates across the board for small and medium sized insurers, and from claims made on individual properties. All properties on the block policy will benefit from comprehensive insurance cover:

- All risks policy [i.e. including accidental damage]
- £100 excess
- £2,000,000 Public Liability insurance
- £10,000,000 Employers liability, covering any persons carrying out works on your property
- 90 days empty property cover
- Loss of rental income and costs relating to alternative accommodation



Pre - Let / Landlord Check List

The Furniture & Furnishings (Fire) (Safety) Regulations 1993

States that the cover fabric and filling material of upholstered furniture be made of fire resistant material and be able to pass the 'smouldering cigarette', and 'match flame' resistance test and carry a label confirming this.

Generally items manufactured in the U.K. after 1990 by a reputable supplier are likely to meet the required standards and display the appropriate permanent label confirming compliance.

Items For You To Check Prior To Letting Your Property (you are not liable to check furniture provided by tenants, only the furniture you provide as a landlord):

- Three Piece suites, sofas, arm chairs.
- Scatter cushions, seat pads including dining and desk chairs, bean bags.
- Beds, padded headboard, mattresses, pillows.
- Convertible sofa beds, futons.
- Loose and stretch covers for upholstered furniture
- Nursery furniture, conservatory furniture, garden furniture suitable for indoor use.

Items That are exempt From The Regulations and so do not need checking:

- Antique furniture or furniture manufactured prior to 1950.
- Carpets and curtains, pillow cases, duvets, loose mattress covers.

Gas Safety (Installation and Use) Regulations 1994

If your property has any gas appliance, whether fed from a mains supply or liquid gas such as Calor or Propane then the gas appliance or equipment including flues and fittings must be checked prior to your property being let and then inspected on an annual basis by a CORGI registered engineer qualified to work on the particular type of appliances or system.

There is a specific Landlord Gas Safety Certificate, which must be obtained for full compliance, and it is required that a copy of this certificate be given to your tenant/s or displayed within the property.

The Electric Equipment (Safety) / Plugs & Sockets (Safety) Regulations 1994

For general let properties there is no current obligation to obtain an electrical certificate for either wiring, appliances or plugs and sockets.

(However Landlords offering a property to three or more tenants all living within the property at the same time, should refer to their Local Authority Environmental Health Officer, who will advise them of the more stringent electrical and fire safety regulation required).

Building Regulations - Part 'P' Electrical Safety In Dwellings

Although an electrical certificate is not required for general let property, The Landlord and Tenant Act 1985, does infer on landlords a responsibility to take reasonable steps to make sure they let their property in a safe condition, and to maintain any defects promptly.

Further, since 2005, all domestic electrical installation works or any electrical repairs or maintenance must be carried out by a Government 'Approved' contractor. ie a registered electrical contractor.

Smoke Detectors

Properties built after 1992, will have automatically been fitted with smoke detectors wired into their electrical circuits. They will in addition have a battery fitted. The smoke detector should be cleaned at least annually and the battery back up changed as necessary. There is no obligation for properties built prior to 1992 to be fitted with smoke detectors. (However Landlords offering a property to three or more tenants should seek advice from their Local Authority Environmental Health Department to the more stringent fire safety equipment required in these cases)

[Notify Your Mortgage Lender](#)

If the property you wish to let has previously been your own home then it is likely it will be subject to a 'domestic mortgage'. If this is the case then you should be aware that most lenders will state that permission must be obtained before a domestic mortgaged property can be let. Many lenders will charge an administration fee or increase the mortgage interest rate as they see let property as an investment or as commercial lending rather than a domestic mortgage for your own home.

If you are relocating and intend to sell the property once you have relocated, you may in some cases negotiate a 'holiday period' with your lender, this is where they allow you to remain with your domestic mortgage rate whilst the property is let but only for a certain period of time before levying any extra interest rate charges. The mortgage market is highly competitive and it is always worth discussing your situation with your lender.

Many Landlords purchase investment property for their future pension requirements. The buy to let mortgage industry has become very competitive and specialist lenders can offer low rates of interest. If your current lender is not geared up to offer you a buy to let mortgage then shop around.

Some landlords especially those with larger portfolios opt for Interest Only mortgages, which significantly reduces the monthly payments required. They intend to retain their property investments for some years and rely on the property increasing in capital value over time, whilst reducing their monthly repayment costs.

[Buildings & Contents Insurance](#)

If the property you wish to let has previously been your own home, then again you will need to rearrange your buildings insurance. There are specialist insurers who are geared up to offer you packages designed for landlords and at competitive premiums. Hutchings & Butlin have their own Block Policy held with AXA insurance. A block policy allows our landlords to act collectively to negotiate lower premiums and the best range of cover:

- 90 Days Empty Property Cover, this should more than adequately cover the times when your property is empty awaiting a let to a new tenant.
- Public Liability Cover
- Malicious Damage Cover
- £100 Excess.
- Landlord Tax & Legal Helpline
- 24 Hour emergency Helpline

[Leasehold Property](#)

Whether a leaseholder or Commonholder, you should check with your block managers to see if you have any obligations to notify them that you intend to let your apartment.

You should have a copy of your lease or commonhold agreement, and it is worth checking to see if there are any obligations or restrictions that you need to comply with. You can also check to see if you are obliged to pay an administration fee to your block manager.

Ideally a copy of the lease should be included with the tenancy agreement offered to your tenant/s. If this is proving difficult then remember that the tenancy agreement offered by Hutchings & Butlin does contain many of the standard obligations found in leases for blocks of apartments.

[Overseas Landlords - Tax Self - Assessment.](#)

Please contact David Handley our Accounts Manager, who will be happy to assist. You must declare to Hutchings & Butlin if you are a non UK Resident for tax purposes.

Indemnity: The Landlord agrees to indemnify Hutchings & Butlin Ltd against any costs, expenses or liabilities incurred or imposed on Hutchings & Butlin Ltd provided that they were incurred on behalf of the Landlord in pursuit of Hutchings & Butlin's normal duties as property management agent. The Landlord must comply with the legislation set out above.