

# Lettings & Property Management



**jdg**  
sales & lettings

01524 843 322  
[www.jdg.co.uk](http://www.jdg.co.uk)

# Letting a Property in the UK – The Law

Our fully managed service is designed for those landlords who want a hassle free life.

The UK government certainly like to keep landlords and agents on their toes with ever changing laws and legislation. The list in the blue box shows just how many different pieces of legislation apply to private renting in the UK – and it is ever growing.

Whether you decide to manage the property yourself on a let only basis or take advantage of our comprehensive, fully managed package, these rules and regulations need to be followed.

We look after all sorts of different properties for our fully managed landlords and ensure these standards and legal requirements are met.

Our contacts across the industry work together to understand and develop systems to manage both current and new pieces of legislation. This, alongside valuable training that our staff go through, helps to ensure peace of mind that your property is in safe hands and above board

# The JDG Property Management and Lettings Service Explained

Welcome to JDG Estate Agents, your local letting experts across Lancaster and Morecambe.

Letting your property is a big commitment and can sometimes been a daunting prospect but we are here to help.

As a landlord you want professionalism, efficiency and trust. As your agent we guarantee this, whilst managing your property as if it was our own. We are extremely thorough and careful in finding you the right tenant. We need to be confident that every tenant will not only pay their rent on time, but will respect and take care of your property.


Accommodation Agencies Act 1953  
Assured Tenancies and Agricultural Occupancies (Forms) Regulations 1997  
Anti-Social Behaviour Act 2003  
Building Act 1984  
Building Regulations 1991  
Building Regulations 2000  
Business Protection from Misleading Marketing Regulations 2008  
Construction (Design and Management) Regulation 2012  
Consumer Contracts (Information, Cancellations and Additional Charges) Regulations 2013  
Consumer Protection (Distance Selling) Regulations 2005  
Consumer Protection Act 1987  
Consumer Protection from Unfair Trading Regulations 2008  
Consumer Rights Act 2015  
Consumer Rights Act 2015 Part 2  
Control of Asbestos Regulations 2012  
Control of substances Hazardous to Health Regulations 2002  
Cost of Leases Act 1958  
Council Tax (Chargeable Dwellings Order) 1992  
Council Tax (Additional Provisions for Discounts Disregards) Order 1992  
Data Protection Act 1998  
Defective Premises Act 1972  
Deregulation Act 2015  
Distress for Rent Act 1737  
Electrical Equipment (Safety) Regulations 1994  
Electricity Act 1989  
Energy Act 2011  
Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015  
Energy Performance of Buildings (Certificates and Inspections)(England and Wales) Regulations 2007  
Energy Performance of Buildings (England and Wales) Regulations 2012  
Environmental Protections Act 1990  
Equalities Act 2011  
Equality Act 2010  
Finance Act 1995  
Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1989  
Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993  
Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010  
Furniture and Furnishings (Fire) (Safety) Regulations 1988  
Gas Safety (Installation and Use) Regulations 1998  
General Data Protection Regulation (GDPR) (EU) 2016/679  
Health and Safety at Work etc. Act 1974  
Homes (Fitness for Human Habitation) Act 2018  
Housing (Management of Houses in Multiple Occupation) Regulations 1990  
Housing (Tenancy Deposits)(Prescribed Information) Order 2007  
Housing Act 1980  
Housing Act 1985  
Housing Act 1988  
Housing Act 1996  
Housing Act 2004  
Housing and Planning Act 2016  
Housing and Planning Act 2016 (Banning Order Offences) Regulations 2018  
Housing and Planning Act 2016 (Database of Rogue Landlords and Property Agents) Regulations 2018  
Housing Health and Safety Rating System  
Housing Health and Safety Rating System Regulations 2005  
HSE Approved Code of Practice L8  
Legionnaires 2013  
Immigration Act 2014  
Immigration Act 2016  
Landlord & Tenant Act 1730  
Landlord and Tenant (Covenants) Act 1995  
Landlord and Tenant Act 1927  
Landlord and Tenant Act 1985  
Landlord and Tenant Act 1987  
Landlord and Tenant Act 1988  
Law of Property (Miscellaneous Provisions) Act 1989  
Law of Property (Miscellaneous Provisions) Act 1994  
Law of Property Act 1925  
Leasehold Property (Repairs) Act 1938  
Licensing and Management of Houses in Multiple Occupation and other houses



**Josh Heron**  
Lettings Manager

# The Law & The Basics

All of the laws on either side can apply to rental properties. The basics to the right are 'the easy bits' and must be in place prior to a tenancy being taken.



An in-date EPC with a grade 'E' or above



An in-date Gas Safety Certificate for all gas appliances & EICR for electrical Safety



Working smoke alarms on each habitable floor



Carbon Monoxide detectors next to all combustion appliances (except hobs)

- (Miscellaneous Provisions) (England) Regulations 2006
- Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006
- Limitation Act 1980
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1996
- Localism Act 2011
- Low Voltage Electrical Equipment Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- Management of Houses in Multiple Occupation (England) Regulations 2006
- MHCLG How to Rent Guide
- Misleading Marketing Regulations 2008
- Money Laundering Regulations 2007
- Money Laundering Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017
- Noise and Statutory Nuisance Act 1993
- Noise Act 1996
- Notices to Quit (Prescribed Information) Regulations 1980
- Occupiers Liability Act 1957
- Occupiers Liability Act 1984
- Part P Building Regulations (Electrical Safety in Dwellings)
- Party Wall Etc Act 1996
- Plugs and Sockets (Safety) Regulations 1994
- Property Misdescriptions Act 1991
- Protection from Eviction Act 1977
- Protection from Harassment Act 1997
- Rent Act 1977
- Rent Acts (Maximum Fair Rent) Order 1999
- Rent Books (Form of Notices) Regulations 1982
- Rent Regulation (Cancellation of Registration of Rent) Regulations 1980 Section 8
- Section 21
- Selective Licensing of Houses (Additional Conditions) (England) Order 2015
- Selective Licensing of Houses (Specific Exemptions) (England) Order 2006
- Service Charges (Summary of Rights and Obligations and Transitional Provisions) (England) Regulations 2007
- Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- Smoke Detector Act 1991
- Tenancy Deposit Protection
- Tenancy Notices and Prescribed Requirements Regulations 2015
- The Assured Tenancies and Agricultural Occupancies (Forms) (Amendment) (England) Regulations 2003
- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007
- The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018
- The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018
- The Management of Health and Safety at Work Regulations 1999
- The Proceeds of Crime Act 2002
- The Redress Scheme for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014
- The Redress Schemes for Lettings Agency Work and Property Management Work (Approval and Designation of Schemes) (England) Order 2013
- The Regulated Tenancies (Procedure) Regulations 1980
- The Terrorism Act 2000
- TORTS (Interference with Goods) Act 1977
- Town and County Planning Act 1990
- Town and Country Planning (Control of Advertisements) Regulations 2007
- Unfair Contract Terms Act 1977
- Unfair Terms in Consumer Contracts (Amendment) Regulations 2001
- Unfair Terms in Consumer Contracts Regulations 1999
- Tenant Fee Ban Bill 2019
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

This list demonstrates just how many laws are involved and it is ever changing so isn't an exhaustive list!

# The Pre-Tenancy Process

# 1

## Valuation

It begins from the first visit to your property when we will discuss the rental you'll achieve and the best ways to maximise this. We will look at the option available and advise accordingly.

# 2

## Take on Appointment

Once you have decided whether you are going to offer the property furnished or unfurnished and we have agreed an asking price for the rental one of our team will visit your property to take photos and measurements ready for the brochure

# 3

## Advert Creation, Approval & Terms Signed

We will then put together a high quality advert, complete with a floorplan and virtual viewing which really makes it stand out online. Once you have signed the terms and relevant ID checks have been done, it is time to go live!

## Go Live

Your property will be advertised in our office and online on Rightmove, Zoopla and many other online platforms.

# 4

# 5

## Viewings

We will collect applications based on the video viewing of the property and present these to you. Once you have decided on your preferred applicant, or a shortlist of a few, we can then arrange physical viewings.

## Referencing

Once the viewing has gone ahead and the applicant confirms they are happy to proceed, we will then begin the referencing and right-to-rent checks to confirm all of the important details before we move onto contracts.

# 7

## Dates Agreed & Move In

Once the references come back and if they are satisfactory, we will arrange for them to sign a 6 or 12 month assured shorthold tenancy agreement and pay the deposit and the first month's rent.

# 6

# The JDG Service

## The JDG Managed Service

This is the all inclusive option. From day one we chat with you and get your property on the market and take the process from start to finish. Here is what you can expect:

- Inspect and estimate the rental value of your property
- Professional photos and 360 tour created
- Brochure prepared for advertisements and internet
- Application Management
- Accompany all prospective tenants to viewings
- Preparation of the tenancy agreement and legal paperwork with digital signing
- Credit check and verify tenants references including right-to-rent where applicable
- Carry out relevant sanctions checks on everyone involved in the tenancy
- Professional photographic inventory
- Hold rental deposit with The TDS
- Collect rent from the tenant on agreed periodic basis
- Prepare monthly statements & yearly income and expenditure reports upon request
- Provide a landlord app for 24/7 access to accounts, property info and maintenance
- Contact the relevant utilities and council tax of a change of occupier
- Make regular inspections of your property
- Deal with all queries and requests from tenant
- Arrange repairs, quotes and maintenance on your behalf
- Manage the check-out process
- Keep you and your property up to date with legislation and legal requirements

**Monthly Fee: 12% Inclusive of VAT**  
**New Tenancy Setup Fee: £360 Inclusive of VAT**

## The Let only service

If you decide to manage the property yourself we will find you a tenant, get them moved in and then hand over to you. From there they will pay rent direct to you and get in touch with any maintenance issues. You will need to ensure you keep all your relevant documents up to date. Here is what you can expect from JDG:

- Professional Photos, Brochure & Floorplan
- Advertising across multiple platforms and mediums
- High Quality Viewings
- Fully Comprehensive Referencing
- Digitally Signed Contracts and all the legal paperwork required by law
- A high quality photographic inventory
- Handling and protection of the deposit
- Contact details shared with both parties ready for move in.

**Let Only Setup Fee £600 Inclusive of VAT**

## Rent Guarantee - £30 inc VAT per month

In today's economy, rent arrears remain a continual concern, that's why it's never been more important to protect your investment. In partnership with Goodlord, we provide a comprehensive rent protection service to all fully managed landlords designed to provide peace of mind if a tenant defaults on the rent and/or breaches the tenancy agreement with nil excess.

If a tenant falls behind on their payments we will send polite reminders but, if we have had no response or payments after 14 days, we inform Goodlord and they then begin proceedings to get the rent back. They will pay the rent on behalf of the tenant, 30 days in arrears every month until the property is empty. They also cover the legal costs involved in obtaining possession of the property due to rent arrears.



# 9 steps to letting with JDG



# 1

## Your property is in safe hands with JDG

**We believe that our relationship with you should be built on trust.**

We take pride in promoting your property to let, as we would a property for sale. We will produce a high quality brochure, together with a strategic marketing package. As a landlord you want professionalism, efficiency and trust. As your agent we guarantee this, whilst managing your property as if it were our own.

# 2

## Our services

**We can tailor our service and package to meet your needs.**

### **Full Management**

With our 'Full Management' service, we look after everything for you. This includes: rent collection, property inspections, management of repairs and maintenance rent guarantee and more.

### **Let Only**

If you would like us to find you a quality tenant but you take over the management yourself, the 'Let Only' package would best suit your needs.

# 3

## A Long-term relationship

**Built on professionalism and trust.** We're proud to have long-standing and successful relationships with both our landlords and tenants. Every individual client is important to us.

# 4

## Finding the ideal tenant

**Your investment matters to us.** We are extremely thorough and careful in finding you the right tenant. We need to be confident that every tenant will not only pay their rent on time, but will take complete care of your property. Our checks include: credit checks, employment references and landlord references. We select the right places to advertise to attract the most suitable tenants.

# 5

## Our property inventories

**It's in the detail.** Our inventories ensure that nothing is forgotten. Not only is every item and its condition documented, but we also take photos of each room. Attention to detail is paramount for your piece of mind. We even photograph the inside of your oven and fridge to ensure your home is returned in the same condition you gave it to us.



# 6

## The check in

**Clarity for your tenants.** It is important that your tenant knows all the basics as well as what is expected of them. Our personal approach allows them to not only understand where the meters are and how the boiler works, but enables them to have any questions they may have answered. Our inventory of your property is explained in detail, making sure there is no confusion.

# 7

## Inspecting your property

### **Making sure everything is in order.**

Choosing our fully managed service includes regular inspections of your property. We are here to make sure your tenant is taking complete care of your investment. If you have chosen to manage your own property, we encourage you to undertake regular inspections.



## Needing repairs?

**Know a man that can?** Just like your own home, your property may require repairs and maintenance from time to time. Your tenant needs this to be done as swiftly and professionally as possible. We work closely with a maintenance team who guarantee a quality finish. If you have chosen our 'Fully Managed' service, this will be taken care of for you. We can also use your preferred tradesman if requested. We believe in looking after your property.

# 9

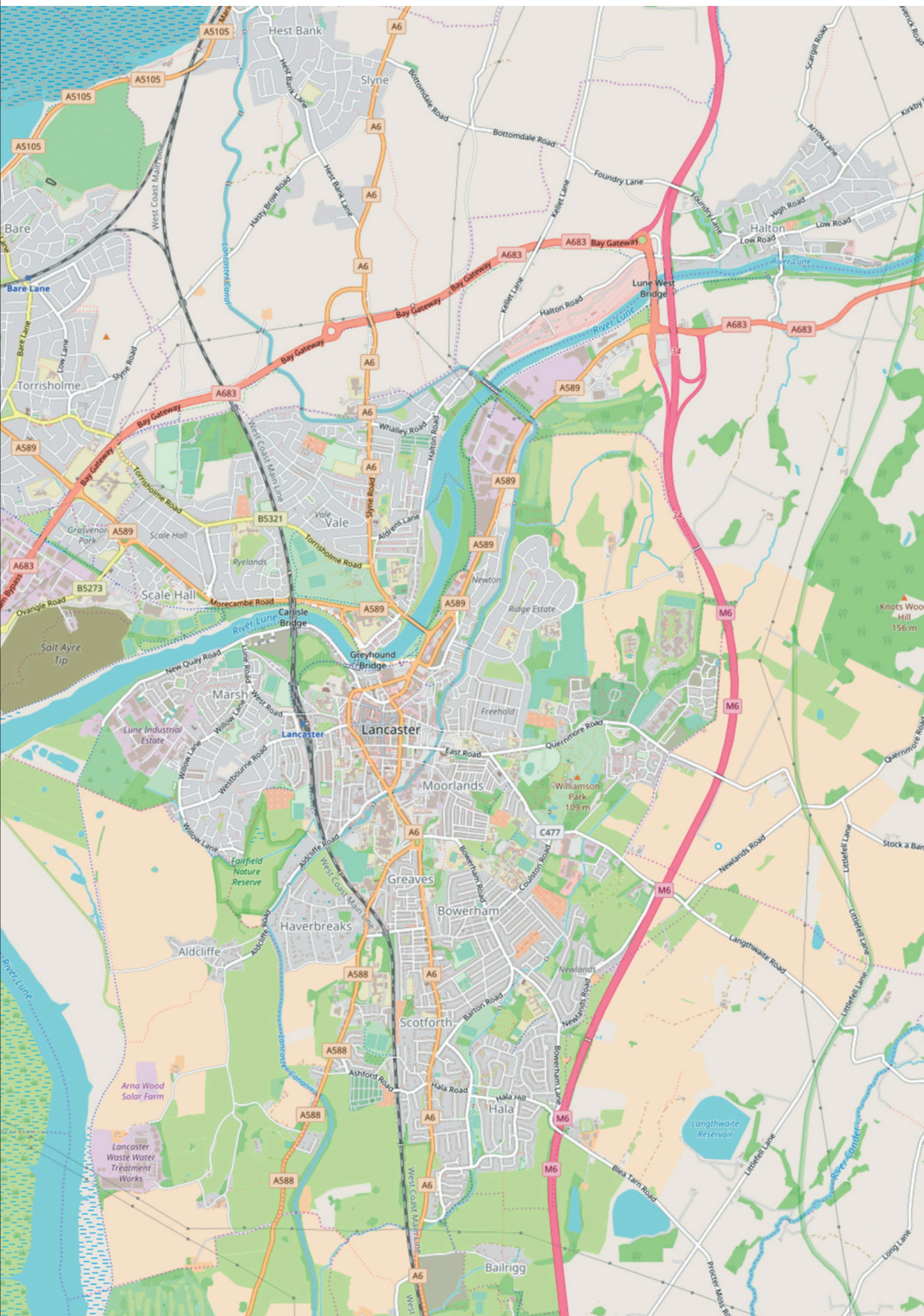
## The checkout

**A smooth transition.** We are here to make sure everything is as it should be. You expect your property to be left in the same condition as you gave it to us. We ensure this is done. Once we are satisfied that your property is clean, in a ready to go condition and the inventory is in order, the bond is released. We are now ready for your next tenant to make your property their home.



# Lancaster & Morecambe







Market Street, Lancaster, LA1 1HS

t: 01524 843 322

e: [lettings@jdg.co.uk](mailto:lettings@jdg.co.uk)

w: [www.jdg.co.uk](http://www.jdg.co.uk)