



MORECAMBE
BAY PROPERTY LTD

01524 414477

morecambabayproperty.co.uk

LANDLORD PACK

“Morecambe Bay Property are a very honest and reliable family run business. After a lot of shopping around for the best team to manage our property, we found that MBP didn’t pull the wool over our eyes in any way, We are very happy with rate of commission agreed and look forward to a smooth turnover.”

B. Sutcliffe

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THE WINNING TEAM

Morecambe Bay Property Ltd are local letting agents, specialists in residential lettings and commercial lettings within Lancaster, Morecambe Bay and the surrounding areas.

We are fully focused on the priorities and needs of all of our landlords and offer you an exceptional and friendly service. We also offer investment advice and portfolio planning, and excellent discounts for portfolio clients.

**PROFESSIONAL & RELIABLE
FAMILY RUN BUSINESS**

WE ARE LANDLORDS WHO LOOK AFTER LANDLORDS

As a landlord, you may be looking to market your property for let, want help finding tenants or managing the tenancy, or needing advice and support on other aspects of residential letting or houses in multiple occupation.

We offer a range of services and solutions for landlords, covering all types of residential properties and contracts. With our many years' letting experience, we have an in-depth knowledge of the local markets and the whole letting process. Our range of services includes a full management service, where we handle all aspects of the property and our tenant find service, where we help you market your property and set up the tenancy agreement.

Don't be drawn in by the bigger franchised property companies, when we do everything they do but at a cost to benefit you.

**SPECIAL RATES
FOR PORTFOLIO**



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LANDLORD SERVICES

Our charge to landlords for setting up a new tenancy, which includes the full process from advertising the property to processing the application and drawing up the contract is **£150 + VAT**. This will be payable on change of tenancy and will be deducted from the rental income just as a normal invoice would be. **We are the cheapest management company in our area for commission and fees while still being able to maintain our service.**

Furthermore, we are now able to **Guarantee Rent for those tenants that default**. Along with legal fees (up to £100k to evict a tenant), 24hr legal team, no excess and all this for as little as £150 + VAT for 12 months cover. If you do choose to go with the rent guarantee scheme then other fees like Notices, court paper and attending court will not be payable as it is included within the rent scheme. Further details on request.

- Full management service
- **Setup fee per tenancy £150 +VAT - resulting from the Tenants Fees Act 2019**
- From 12.5% commission (negotiable) and very competitive
- **Credit checks available from £15 +VAT**
- **NEW rent guarantee scheme starting from £150 +VAT per year**
- **No costs for arranging any work and/or meeting contractors**
- No costs for arranging EPCs, Gas Certs, ECRs
- **Project management of a full refurbishment available**
- Section 8 & 21 Notices from £50 +VAT
- **Preparation of court papers from £250 +VAT**
- Well established website & Facebook page (generates a lot of business)
- No charge for re-marketing properties
- **Free property assessment and market appraisal**
- Free 'TO LET' boards or posters
- **Free office advertising and window display in very busy location**
- Tenant ref checks and assessments
- **Free accompanied viewings Mon-Fri**
- HIGH profile LOCAL residential letting team
- **Experienced market knowledge**
- Landlord insurance connections
- **Regular property inspections**
- Management database, enabling us to serve all sections of notice, tenancy agreements & much more at no cost to landlords
- **We are kept upto date with all recent legislation**

THE SAFETY STUFF

GAS SAFETY

- Make sure gas equipment supplied is safely installed and maintained by a Gas Safe registered engineer.
- Have a registered engineer carry out a gas safety check on each appliance and/or flue annually.
- Give a copy of the gas safety check record before anyone moves in, or within 28 days of the check.

ELECTRICAL SAFETY

- The electrical system (e.g. sockets and light fittings) is safe.
- All appliances they supply (e.g. cookers and kettles) are safe and certified.

LEGIONNAIRES' DISEASE

Landlords of residential accommodation have responsibilities for combating Legionnaires' Disease. Health and safety legislation requires that landlords carry out risk assessments for the Legionella bacteria which cause Legionnaires' Disease and thereafter maintain control measures to minimise the risk.

FIRE SAFETY

- Legislation requires that landlords carry out fire risk assessments in all areas of their properties. This process will identify any fire hazards and who is at risk and decide if anything needs to be done to remove or reduce that risk.
- Follow fire safety regulations - e.g. check you have access to escape routes at all times, that there is sufficient lighting in communal areas, that doors have self-closing devices on them and intumescent smoke strips.
- HMO property(s) need routine weekly fire alarm testing, including testing of manual call points and visual check of emergency lighting. A monthly test is required for emergency lighting. Annual test and maintenance is required by law also.
- Make sure furniture and furnishing you supply are fire safe.
- Provide fire alarms and extinguishers, depending on the size and type of the property.

SMOKE ALARMS

Landlords are required to have at least one smoke alarm installed on every storey of their properties and a carbon monoxide alarm in any room containing a solid fuel burning appliance (e.g. a coal fire, wood burning stove). After that, the landlord must make sure the alarms are in working order at the start of each new tenancy.

THE LEGAL STUFF

TERMS & CONDITIONS

The owner warrants to the agent that he/she is the owner of the property that has full power and entitlement to enter into the 12 month agreement and where the property to be let is subject to a mortgage permission is normally required from the mortgage to sublet the property.

SERVICES

The services included in the commission are: Extensive advertising and marketing; administration of Universal Credit claims if applicable; accompanied viewings 9am-5pm Monday to Friday; taking up of tenant credit checks, references and assessments; preparation of property inventory and inspections; preparation of commercial leases and residential tenancy agreements; collection and distribution of rents; collecting and holding of deposit against damages and rental arrears; preparation and submission of rental statements.

For additional fees, we can serve section 8 & 21 Notices (£50 +VAT each), prepare court papers (£100 + VAT per case) and also attend court with you if required (£100 + VAT per attendance).

INSURANCE

You should make certain that your property and contents (if applicable) are adequately insured for lettings and that the policy covers furnished

and unfurnished lets. We have connections with various landlord insurance companies. Please ask if you require assistance with property insurance.

WITHDRAWAL OF OUR MANAGEMENT SERVICES

If you the owner decide to withdraw from our property management services, all rents collected will not be paid to you for a period of three months if they are housing benefits. This is due to the nature of them. There will be a charge of £300 per property if the property(s) are withdrawn from our management service prior to the 12 month term.

TENANCY DEPOSIT SCHEME

From 6 April 2007, all deposits taken by landlords and letting agents under Assured Shorthold Tenancies (ASTs) in England and Wales must be protected by a tenancy deposit protection scheme, within 30 days of receiving the deposit money. Within this 30 day period, the tenant must be provided with prescribed information regarding the relevant deposit scheme, including their deposit amount, ID number, as well as instructions on how they retrieve their deposit. Landlords and Letting Agents must not take a deposit unless it is dealt with under a tenancy deposit scheme. Find out more here: www.gov.uk/tenancy-deposit-protection

MARKETING

GET NOTICED

The fundamental part of finding you the right tenants will depend on the marketing exposure that we provide to your property. We use the following methods:

ADVERTISEMENTS

We will, depending on the market conditions and what we think appropriate for your property, advertise in a local publication, place it on the internet and our ever-growing social media pages, or for an additional fee, we can promote it via paid websites such as rightmove.co.uk

WINDOW DISPLAY

It goes without saying that in attracting large amounts of office visitors, our window display offers first contact to potential tenants. Every property that we are instructed to offer spends quality time in our display.

PROPERTY SIGNS

Our eye-catching 'To Let' signs are well known in the area and act as a 24 hour, 7 days a week advert that is hard to miss. One thing is for sure; enquiries received from property signs means that potential Tenants have already approved your property from the outside.

APPLICANT DATABASE

We always have a large number of registered applicants looking for properties in our catchment area. These applicants are contacted on a regular basis ensuring that they will be fully aware of our new instructions as soon as they are available.

**MARKET YOUR
PORTFOLIO**



TESTIMONIALS

Here's a selection of comments about the service we provide to our landlords.

R. DICKINSON, 'BLOCK OF FLATS'



Having struggled on my own for far too long with the running and the management of the tenants, i made the decision to have a management company take over, Morecambe Bay Property took over back in 2014 and are now dealing with every aspect of the properties. They advised me on the current regulations and legislation that i new nothing about and brought all my properties up to date. Best thing i ever did! Thank you for all your ongoing help.

LEACH & PEARCE



We went to Morecambe Bay Property for advice on a tenant and serving notice. We had a nightmare tenant that wasn't paying any rent and was dictating when and how builders entered our property. We felt that this wasn't on. Morecambe Bay Property advised us on what to do and how to do it at no cost. We ended up leaving MBP to deal with the eviction with full confidence of them moving out and finding new tenants. Three months later, MBP now manage our properties with new tenants who are perfect. Best decision we ever made. Having the backing of an agency really helps when dealing with tenants. Thank you for all your help.

L. DENNIS, 'FLATS AND HOUSES'



From buying our properties to having them completely refurbished, MBP have been there every step of the way. We are not local so relied on them for every aspect of building repairs. Communication is perfect between us and them, most of all the rent is being received promptly and on time.

M. IFKONRAN, 'HOUSES & COMMERCIAL'



I do not live in the UK and rely on the Morecambe Bay Property team to manage all my properties with great knowledge and communication. To date I have had no major problems, leaving the day to day running of my units in capable hands of MBP makes me feel at ease. Shops and houses are all running smoothly.

B. SUTCLIFFE



Morecambe Bay Property are a very honest and reliable family run business. After a lot of shopping around for the best team to manage our property, we found that MBP didn't pull the wool over our eyes in any way, there were no hidden costs and no set up fees, purely commission.

AUTHORITY TO LET

Date

Name

Address

Telephone

Email Address

Property(s) to Let

I hereby authorise Morecambe Bay Property to act as my sole agents in all matters concerning the letting of the above property(s). The rental will be £_____ per week/month or such an amount as agreed between me and Morecambe Bay Property who will collect the rent.

It is agreed that as my sole agents Morecambe Bay Property will have the authority to engage contractors to carry out essential emergency repairs if they consider them necessary to a maximum charge of £_____

The owner can also, if they prefer, supply contractors of their own and supply Morecambe Bay Property with emergency numbers for the tenant.

For major works we will contact you for further instruction.

ACCEPTANCE OF AGREEMENT BY OWNER

This agreement is subject to the terms and conditions detailed in this pack, which I have read and understood.

Commission Agreed

Signature

Bank Address

Account Name

Sort Code

Account Number