

SIMPSON & MARWICK

Simpson & Marwick & You

# LANDLORD INFORMATION PACK

Residential letting  
& property  
management







## *Dear Landlord*

We are very glad that you have entrusted Simpson & Marwick lettings and property management with the management of your rental property

The following information pack is to be looked at in conjunction with the terms of business which will have been sent over for your signature. Here we will go through a landlords' obligations and the documentation we will require from you before taking over the management of your property.



# Required Information

Your tenancy documents are important but that's not all. Here are details of what else you need to know.

## Property Owner

Please advise us of the legally registered owner(s) of the property as shown on the title deeds. A check will be carried out as mentioned in the terms of business. All owners will have to sign the contract as well as be registered with the Local Authority for Landlord Registration purposes.

## Landlord Registration Scotland (every three years)

All landlords in Scotland must register themselves with Landlord Registration Scotland. Once you are registered, you must ensure that all your rented properties are linked to your relevant landlord registration account(s). This is a legal requirement and can be done on-line at:

[www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

## Non-Resident Landlords (NRL)

Landlords who reside outside the UK will need to check with the Inland Revenue & Customs (HMRC) whether or not you are classified as a Non-Resident Landlord (NRL).

HMRC regard Non-Resident Landlords as person(s) whose usual home is outside the UK and who have a rental property in the UK.

If you are a Non-Resident Landlord, it is very important that you contact HMRC to discuss your circumstances and follow their advice. They may grant approval for no tax to be deducted from your rental income. If this is the case, please ensure that they write to us confirming this.

## Income Tax

We would strongly recommend that you take advice from an accountant or tax advisor about the implications of receiving an income from your rental property(ies).

## Required Information from all landlords

We require the following information from you as soon as possible to carry out all required money laundering and ID checks, and to ensure each property is compliant with all current government regulations.

- i. Photo ID for all owners of the property
- ii. Landlord registration number for all owners of the property
- iii. Home and Mobile telephone numbers
- iv. Home address (for correspondence) and proof of current address and all addresses for past 3 years
- v. Date of Birth
- vi. Emergency contact (name, address, telephone numbers, email)
- vii. Bank sort code and account number for payment of rent
- viii. Gas and electricity suppliers
- ix. Final gas and electricity meter readings and account numbers
- x. Any existing safety and compliance certificates:
  - Gas safety certificate (valid for 1 year),
  - Electrical Installation Condition Report (EICR- usually valid for 5 years, unless stated otherwise),
  - Portable Appliance Test (PAT - required every 5 years but annually as best practice),
  - Energy Performance Certificate (EPC - valid for 10 years)
  - Legionella risk assessment (usually valid for 2 years, but as it is a risk assessment it should be reassessed when there is change of circumstances in the property)All the above checks can be organised by us for the cost stated in the terms of business.
- xi. Location of stop cock
- xii. All appliance instruction manuals should be supplied where possible
- xiii. Whether you wish to be contacted prior to a tenant being accepted.







# Your safety

More information to always keep in mind.  
Here at Simpson & Marwick, we look forward to managing your tenancy

## Contents and Buildings Insurance

It is your responsibility to ensure that your rental property has the appropriate landlord's building and contents insurance. If your property is within a factored development which has a block insurance policy, you will need to contact your factors and advise them that this particular property is rented. They will then update the block insurance policy.

## Mortgage

You will need to ensure that you have the appropriate authorisation to let any mortgaged property from your mortgage company.

## Keys

- i. We shall require one set of working keys for each tenant in the property (with a minimum of two sets)
- ii. Two additional sets of keys for our firm

## Safety Certification and Compliance

Going forward, we will keep a record of when safety certificates expire and arrange for them to be renewed. We will always notify you of the need for a certificate to be renewed before going ahead.

### Energy Performance Certificate (every 10 years)

Each property requires a valid EPC before we market it or let it out. We can arrange this if you do not already have one.

### Gas Safety Certificate (annually)

All rental properties with a gas supply are required to have an annual gas safety check and boiler service. This must be carried out by a registered Gas Safe engineer. We can arrange this if required.

### Electrical Installation Condition Report (at least every 5 years)

All private landlords in Scotland are required by law to ensure that their properties are electrically safe. An Electrical Installation Condition Report is an inspection on the condition of an existing electrical installation, to identify (in order of priority) any deficiencies against the National Standard, BS 7671, for the safety of electrical installations.

- i. if any of your electrical circuits or equipment is overloaded
- ii. any potential electrical shock risks and fire hazards in your electrical installation
- iii. any defective DIY electrical work
- iv. any lack of earthing or bonding

### Portable Appliance Testing (annually best practice)

Portable Appliance Testing is an assessment of the condition of electrical appliances in your property and is required for any portable appliance provided in the property by the landlord. Pass/fail labels must be visible on each appliance and will correspond to the certificate provided.

We shall arrange for an EICR and PAT for the property to be done if they have not already been carried out.

The person who conducts these checks must be employed by a member of an accredited registration scheme operated by a body recognised by the Scottish Government – this will usually mean that they are registered with NICEIC or a member firm of the Electrical Contractors' Association of Scotland (SELECT).

With all of the above checks, please bear in mind the potential for remedial works being required.



## Cleaning

When we take over management of the property we ask that the property is in a clean and tidy condition which your new tenants would find acceptable to move in to. We are happy to organise a cleaner on your behalf. If you plan to clean the property yourself you may find our tenants' cleaning checklist useful as a handy reminder of items that can easily be overlooked.

## Mail redirection

Please note tenants cannot necessarily be relied upon to forward or keep your mail. If you have previously lived in the property and need to redirect mail, please use the following link:

[www.royalmail.com/personal/receiving-mail/redirection](http://www.royalmail.com/personal/receiving-mail/redirection)

## Telephone, Internet and Television

Please ensure any telephone, internet or television accounts are closed. Unless we receive writing in notice to the contrary we will assume it is satisfactory for tenants to be given permission to install Virgin Media or Sky in the property – this makes the property attractive to a larger market and alterations to the property are minor (for Virgin media, a small hole in the wall to bring the cable through). The TV licence is the responsibility of the tenant(s).

## Legionella

As a landlord, you have a legal obligation to ensure your property has limited risks associated with legionnaire's disease, a potentially fatal form of pneumonia. It is caused by inhalation of water from contaminated sources.

See the following link for more guidance:

[www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm](http://www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm)

We can arrange for a legionnaires risk assessment to be carried out if you require one at the price stated in the terms of business. This assessment should be regularly reviewed, especially if the property has been sitting empty for a prolonged period of time. We will ensure your tenants have a fact sheet regarding things they can do to minimise the risk.

## Fire safety

In Scotland, the law states that landlords have a responsibility for providing fire safety equipment in their properties, including:

- at least one smoke alarm in the room most frequently used, like the living room
- at least one smoke alarm in all hallways or landings
- at least one heat alarm in every kitchen
- a carbon monoxide alarm where there is a fuel burner or flue

In addition, the law states that:

- all alarms should be ceiling mounted
- alarms must be mains or lithium battery powered
- all alarms should be interlinked, either through fixed wiring or a wireless system

### Furniture & Appliances

Anyone letting furnished property must comply with the Furniture and Furnishings (Fire Safety) Regulations, to make sure that furniture is reasonably fire resistant. All furniture with upholstery covering or filling should have a label showing that it meets the regulations. Any furniture not meeting these regulations should be removed. For further information, please see:

[www.firesafe.org.uk/furniture-and-furnishings-fire-safety-regulations-19881989-and-1993/](http://www.firesafe.org.uk/furniture-and-furnishings-fire-safety-regulations-19881989-and-1993/)

**General** • Iron and Ironing Board  
• Vacuum Cleaner • Bucket • Broom  
• Dustpan and Brush • Fire Blanket

**Living Room** • Sofa(s) • Armchair  
• Coffee Table • TV Unit  
• Dining Table & Chairs (space permitting)

**Kitchen** • Hob/Oven • Fridge/Freezer  
• Pots/Pans • Washing Machine  
• Cooking Utensils • Cutlery • Kitchen Bin  
• Crockery/Glasses

**Bedrooms** • Mattress Protector  
• Chest of Drawers • Bedside Table(s) • Mirror  
• Wardrobe • Desk and chair  
• Bed and Mattress (Size as appropriate)

**Bathrooms** • Bathroom Cabinet • Towel Rail  
• Mirror • Toilet Roll Holder

Please contact us directly if you have any queries or questions with any of the above.

Thank you

LARN number: 2101002



23 Alva Street  
Edinburgh  
EH2 4PS

**0131 581 5700**

5 Renfield Street  
Glasgow  
G2 5EZ

**0330 127 2660**

88 High Street  
North Berwick  
EH39 4HE

**01620 892000**

**SIMPSON & MARWICK**

Your Property | Our People | **SOLD**



[simpsonmarwick.com](https://simpsonmarwick.com)



[/simpmarproperty](https://www.facebook.com/simpmarproperty)



[/simpsonmarwick](https://www.instagram.com/simpsonmarwick)