



Central  
**Suffolk**  
Lettings

# Central Suffolk Lettings **FACT SHEET** for landlords



**Before we can let your property out you will need to have the following in place -**



**Gas safety certificate**  
(if there is gas at the property)



**EICR – electrical installation condition report**



**EPC – Energy Performance Certificate**  
(minimum E Rating required)  
CSL Recommends C and above

## Tenancy agreements

Tenancy agreements will initially be a minimum of 6-12 months.

It is the landlord's responsibility to provide the tenancy agreement.

Agreements will need to be signed by all parties once a tenancy start date is agreed. CSL will send agreement documents via 'docuSign' to landlords and tenants.

## How are rent rates set?

Rental rates are set by the Local Housing Allowance (LHA) rates and reviewed annually or on renewal of the tenancy.

## Cash incentive Scheme

CSL offer a cash incentive when a new landlord joins the scheme. Please speak to one of our negotiators for more details.

## What is a Rent Guarantee Agreement?

CSL guarantee to pay the agreed rent every month throughout the life of the tenancy, this can be for up to five years.

If, for any reason, the tenant fails to pay their rent and we are unable to work with them to resolve the issue, we will ask the landlord to serve a notice and apply for possession of the property.

We will continue to pay the agreed rent while the matter is being resolved.

In extreme cases where a court order is needed to regain possession of the property, we will continue to cover the rent and will cover court costs - up to the amount of the deposit.

## Tenancy Deposit

The deposit is a bond agreement equivalent of 5 weeks rent - this is not a cash payment; landlords will not receive this amount as income.

The 'deposit' is a fixed sum claimable should you experience any loss or damage at the end of the tenancy - you will need to complete a claim form after the final check out inspection.

## Length of contract with CSL

Landlords can renew their contract with us every 2 to 5 years.

## Tenancy management support

CSL can carry out the 'right to rent' check and collect all ID, income details and former landlord references for you. We also complete an affordability assessment on each tenant - to ensure the rent is affordable and manageable.

One of our team members will carry out a full routine inspection on the property and provide you with a summary report; letting you know if any repairs are required - which do not fall under the tenant's responsibilities and need your attention.

We will also complete an initial inventory before the tenant moves in and discuss with you any service agreements in place with existing energy suppliers (ie British Gas boiler cover), rights of way etc - or anything which relates to the property that the tenant or we would need to know.

## Furnished or unfurnished?

We strongly recommend that properties are let unfurnished - offering only a cooker/oven. Most potential tenants will have their own furniture.

All white goods provided will need to be maintained by the landlord.

It is your responsibility, as landlord, to ensure that any furniture, which is owned by you, meets current fire safety regulations.

Any furniture left by a previous tenant and let with the property will need to be by mutual agreement - before the tenancy agreement is signed. There is also the option to 'gift' the items to the new tenant, so it becomes their property - this will need to be included in the tenancy agreement.

It may, in the long term, be easier to dispose of unwanted items prior to commencing a new tenancy.

## Ending a tenancy?

Tenancy agreements offered should initially be for 6-12 months and renewed annually.

If both parties are happy with the way the tenancy is going, in month 9-10 we invite you and the tenant to renew for another 12 months. If a tenant decides not to renew their tenancy after the first 12 months, we will help you find another tenant as quickly as possible to avoid any gaps in your rent income - ideally within 10 days.

