



# INFORMATION FOR LANDLORDS

## Initial Application

When contacting RMS, a member of the Team will go through the property details with you. Once a property is approved based on the current requirements, we will meet you at the address to discuss the proposed property in relation to the Lease, Property Standards, Landlord Vetting and the Rents.

We will carry out an initial inspection of the property and agree the proposed works. You will receive a schedule identifying the works discussed and the relevant timescales. Common work requirements to be compliant with most housing schemes are hard wired smoke detectors, hard-wired Carbon Monoxide Detector and window restrictors on all windows first floor and above.







It should be noted that RMS cannot guarantee the Local Authority acceptance onto this scheme but, once a property is accepted, RMS will provide accurate, up to date and relevant advice in respect of ensuring the property passes the final inspection and is accepted for occupancy.

A week prior to the final inspection, copies of the following documentation are to be made available;

- Gas Safe Certification.
- Electrical Safety Certificate.
- If required, Emergency Lights and Fire Alarm Panel Certificate.
- Any damp proof certificates, guarantees still in term.
- BS6206 glazing or safety film professional installation certificate, if applicable.
- Local Authority HMO/ Selective Licence certificates, if required.
- Planning approval documentation, if required.
- A copy of the building insurance.
- Energy Performance Certificate



**At the time of the final inspection, RMS will need the following:**

1. The property is to the required standard and that all points on the work schedule have been addressed.
2. Meter locations and the names of the gas, water and electricity suppliers.
3. The correct number of keys are cut and made available (one set per tenant and two sets for RMS).
4. The location of utility stopcocks.

During the contract term the Landlord has responsibility for repairs to structural and fixed items (pipework etc) of the property. RMS will not attend to repairs of this type without first consulting with the Landlord and providing a competitive quotation for the works.

NB. Landlords are not obligated to accept our quotes and will of course be invited to tender the works elsewhere.

Up to date contact details and prompt responses will be required so that works are completed within the relevant repair category timescales. RMS will begin a claw-back process in cases where this is not done.





## Questions Answered

### 1. **How will I get paid?**

BACS transfer on the last day of the month

### 2. **When will payments commence?**

Rental is payable in line with the Local Authority terms.

### 3. **Is there a Conflict of Interest to be a Landlord and RMS Employee?**

As an RMS employee you will not be able to become a Landlord for the Contract.

### 4. **RMS require Landlords to be Vetted.**

RMS are required to carry out two vetting checks, one for our ethical purposes and secondly for our Financial Governance.



## **5. What does Landlord Vetting entail?**

All landlords, whether a Sole Trader or Limited Company, all will be required to go through the same vetting process.

Each landlord will be required to provide proof of a current DBS check (request a basic DBS check - GOV.UK). Once in receipt, RMS would like to be provided with a copy of the certificate.

For individual Landlords and Sole Traders, the processes are outlined below: -

### **Financial Governance Check**

RMS will request a visual check of the Sole Trader or Individual Landlords Passport / Driving Licence and will record the details. These details will only be kept on file until the rental payments have been set up.

You will also need to provide identification documents to RMS for us to review and conduct financial sanction checks, Insolvency / IVA reviews and run Land Registry reports. We will also require evidence of the correct insurance documentation and confirmation (where applicable) that the mortgage allows for lettings.

## **6. How will I know if the property is suitable?**

RMS will advise you of the suitability at the onset, this may take a few days to complete plus:

- We will undertake a thorough inspection of the property and you will be issued with a schedule of works and property standards, designed to ensure compliance.
- A final inspection will be conducted to ensure that all works have been undertaken to a satisfactory standard along with a review of the relevant documentation and certifications.



### **7. Does the property have to be furnished?**

Ideally, we would like it furnished but this can be discussed with the Property Team. We will however require 'white goods' to be present. Cooker, hob, fridge and freezer.

### **8. How long will I have to prepare my property?**

Ideally as soon as possible. It is often required no more than 2 weeks from the point of our first inspection.

### **9. What certification is required for my property?**

- Energy Performance Certificate
- Local Authorities Registration certificate (if applicable).
- Planning consent/Buildings Control (if applicable)
- Gas Safe Certification - Gas Safety certificate to be carried out and signed by an independent Gas Safe registered engineer.
- Electrical Safety Certificate - to be carried out and signed by an independent registered electrician
- If required, Emergency Lights and Fire Alarm Panel Certificate - to be carried out and signed by an independent electrician.
- Additional certificates may be requested, and which will be discussed with you.



**10. Is Insurance required for my property?**

Yes. The building is required to hold up to date Insurance.

**11. Will regular checks be carried out on my property and by whom?**

Yes. RMS Housing Officers will carry out a monthly inspection in line with the contract.

**12. What are my maintenance obligations?**

This list is not exhaustive but for direction:

- Structural defects and any safety issues that arise.
- Fixed items e.g., pipework
- External damages caused by vandalism.

NB. Tenant damages will be rectified by RMS at no cost to you. Failure to comply with reasonable structural maintenance requirements as shown above may result in the property being withdrawn from the scheme.

**13. What if I decide to sell or require vacant possession?**

RMS require six month's written notice to terminate the contract.



### **Next Steps**

When the property has passed its final inspection, it then becomes available for Booking/Occupation. RMS have put in place a rigorous program for looking after and maintaining the property to the highest standards, whilst it is under our management, this programme comprises the following:

- A Housing Officer visits each property at least once a month and will report on any items that require attention.
- The Housing Officer (against a property inspection checklist) carries out a full inspection each month and a work schedule will be produced for either our “In House” maintenance team or the Landlord to deal with as necessary. These works will be put against a timescale for completion.
- During the course of the contract RMS will actively manage the tenants in the property, advising on and ensuring good behaviour.







### Summary

For the avoidance of doubt, it remains the Landlord's / Agent's responsibility to obtain any relevant planning permissions, building control authorisation, associated permissions from the Local Authority prior to the final inspection.

The final inspection will be arranged when RMS is satisfied that all criteria laid out in this and other supporting documentation has been met; and that all certification is satisfactory.

If you have any questions or concerns, please don't hesitate to contact us.



**Contact us**

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