

TOPPROPERTY SERVICES



**Professional
Property
Lettings
And
Management**

Est 2006

OUR SERVICES

Topproperty Offer a range of services for our clients.

These include the full management of residential properties, the letting of residential properties, the full management of student properties and the letting of student properties.

We can also assist with a wide variety of other property services including electrical work, Energy Performance Certificates and Gas certificates via our panel of approved suppliers.

ABOUT US

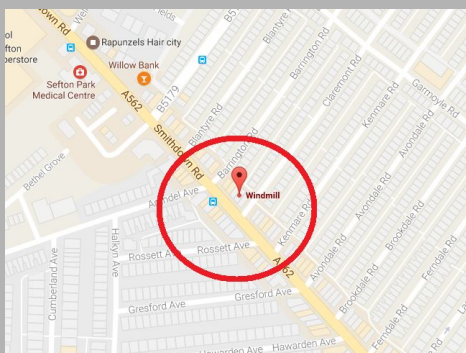
Topproperty Services are a Liverpool based agency specialising in the provision of high quality student accommodation.

Having served the student community since 2006 we are well known as a provider of quality student accommodation and since our founding in 2006 have remained at the forefront of the student market in providing a professional service and safe, accredited housing.

We believe in providing the **BEST SERVICE POSSIBLE** in managing your investment property.

The law underpinning renting multiple occupancy property - and property in general - is constantly changing and evolving, and we work to stay in front of this, keeping you 100% compliant. Our properties are accredited by Liverpool Student Homes and meet the mandatory safety requirements for shared housing.

We are the trusted manager for many landlords. As experienced and dedicated landlords within the student market we know what landlords need and expect from a property management company.



Topproperty Services

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THE LIVERPOOL RESIDENTIAL MARKET

Topproperty manage a portfolio of properties across the Liverpool market.

These are typically family homes and our core area for management is South to Central Liverpool

This includes the postcodes L1 and L3 for City Centre, L6 - Kensington, L7 - Kensington Fields and Edge Hill, L8 - Toxteth and Dingle and L15 to L18, for Wavertree, Childwall, Allerton and Aigberth.

We will look at properties outside these postcodes on a case by case basis.

THE LIVERPOOL STUDENT MARKET

Liverpool has a number of student areas due to the number and location of universities. Some of the areas cover a significant geographical location - eg Wavertree.

City Centre L1 L2, L3

Students typically come to us in their second or third year. After a year in Halls they may want something with similar levels of access to the City Centre (handy for the pubs and clubs and university). Two and three bed room properties are incredibly popular.

Kensington Fields – L7 and Kensington

Kensington Fields Conservation Area is an incredibly popular area for students. Around 10 minutes from the universities in the City and the new Paddington Village the properties are very affordable (both for landlords and tenants). Houses from 2 to 6 beds are incredibly popular. . Kensington (L6) is slightly further out and is seeing huge demand from students

Toxteth

Offering very quick access to the City, this area has become incredibly popular with students, especially students from LIPA.

Wavertree - Smithdown Rd and surrounding area, L15

Wavertree/Smithdown Rd has the largest student population in Liverpool. it provides a range of accommodation for students in shared houses and has the long established infrastructure and services the student population expect with a diverse range of shops, supermarkets, pubs, food outlets and independent retailers.

RESIDENTIAL MANAGEMENT SERVICES

We offer packages for landlords that suit all requirements and budgets.

Tenant Finding Service for residential property - £499+VAT

Our Tenant Find Service includes:

Property Advertising on major portals and our website.

To-Let Board at the property.

Finding suitable tenants with Guarantors if required.

Guarantor Referencing.

Sign Tenancy Agreements on your behalf.

No ongoing commission

Student Management Package for residential property – 12% + VAT.

Our Residential Management Package includes:

Tenant finding as per our tenant find service, as well as:

Registering deposits with the TDS.

Deposit Negotiation at tenancy end.

Regular inspections.

Dealing with council tax exemptions.

Property registration with student accreditation bodies.

Rent Collection

Notifying utility companies of move ins and move outs

Deposit negotiation on checkout.

24 Emergency Contact number provided

Management of maintenance issues.

Detailed check out of property to enable effective deposit negotiation.

Deposit protection to comply with Housing Act 2004

Assistance with completing HMO licensing or Selective Licensing where needed.

Additional Services. Prices as per agency agreement

Detailed inventory and schedule of condition.

EPC

Electrical and gas tests

Fire alarm testing

We offer packages for landlords that suit all requirements and budgets.

Tenant Finding Service for student property - 5% of annual gross rent + VAT

Our Tenant Find Service includes:

Property Advertising on major portals and our website.

To-Let Board at the property.

Finding suitable tenants with Guarantors if required.

Guarantor Referencing.

Sign Tenancy Agreements on your behalf.

No ongoing commission

Student Management Package for residential property – 12% + VAT.

Our Student Management Package includes:

Tenant finding as per our tenant find service, as well as:

Registering deposits with the Deposit protection Service.

Deposit Negotiation.

Regular inspections.

Dealing with council tax exemptions.

Property registration with student accreditation bodies.

Rent Collection

Notifying utility companies of move ins and move outs

Deposit negotiation on checkout.

24 Emergency Contact number provided

Management of maintenance issues.

Detailed check out of property to enable effective deposit negotiation.

Deposit protection to comply with Housing Act 2004

Deposit negotiation and administration of disbursements.

Assistance with completing HMO licensing.

Additional Services. Prices as per agency agreement

Detailed inventory and schedule of condition.

EPC

Electrical and gas tests

Fire alarm testing

Consent to let – legal ownership

You must be the owner of either the freehold or long leasehold interest in the property in order to offer it to us to let on your behalf.

In instructing us you are required to confirm that this is the case. If the property is leasehold you should obtain the consent of the freehold/head lessor prior to letting.

If you own the property jointly we require our terms of business to be signed by all joint owners and thereafter we may act on the instructions of any one of those owners regarding all matters arising from the letting of the property. If the property is leasehold we will require a copy of the head lease to attach to the tenancy agreement so the tenant is aware of any additional rights and restrictions.

Consent to let – mortgage company

If the property is subject to a mortgage you **must** obtain the consent of the Mortgagee to any letting.

We strongly recommend that you contact the Mortgagee as soon as you decide, in principle, to let your property so that this can be dealt with in good time. Most lenders are quite willing to give consent where a letting is to be arranged via a professional management agent such as ourselves.

If you do not obtain such consent you may be in breach of the mortgage conditions and the Mortgagee may have the right to foreclose and repossess the property or apply other sanctions against you.

In instructing us you are confirming that consent to lease has been obtained and it is your responsibility to notify us of any particular requirements your Mortgagee may have.

Consent to let – insurance cover

When considering offering your property to let it is important to remember that insurance cover should be maintained throughout the letting period including buildings and contents cover (where applicable). Where your property and contents insurance are currently covered under an existing policy it is important to notify your insurers and advise us of any conditions which they are seeking to place on their consent in order to maintain a satisfactory level of cover. Your insurance **will not cover the tenant's possessions** and they will be responsible for obtaining their own cover.

Statutory Requirements

Gas Safety:

The Gas Safety (Installation and Use) Regulations 1998 require that gas fittings, appliances, pipework and flues in let property are in safe working order, and are checked and certified safe - by a competent person registered to work on the appropriate equipment with the Gas Safe register - every 12 months.

Electrical Safety:

All properties under management are to be checked by a NICEIC approved (or equivalent) engineer on a 5 yearly basis or as otherwise required. The Electrical inspection will require inspecting prior to letting – we can arrange this on your behalf. We also require that all electrical items in shared houses are tested on an annual basis. This is a mandatory legal requirement under the Management of Houses in Multiple Occupation (England) Regulations as well as Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

Furniture fire safety regulations:

Under the Furniture and Furnishings (Fire Safety) Regulations 1993 it is an offence to supply soft furnishings and upholstered furniture which do not meet the legal fire resistance standards and carry labels to that effect. We will check this is the case during our initial inspection of a property.

Fire regulations:

All properties are to be fitted with appropriate fire detection. The design of this system will depend on the tenancy type. Where a property is occupied as bedsits or by persons forming a house in multiple occupancy (houses requiring licensing under the Housing Act 2004 and smaller shared houses) further safety provisions apply which are briefly outlined in the **Property Standards** document.

We will discuss these items with you during our initial inspection of the property.

Deposit Protection:

It is a requirement that any deposits taken for Assured Shorthold Tenancies are protected within a government authorised Tenancy Deposit Scheme. We use the TDS as well as DPS. Tenants are served with the mandatory prescribed information.

Taxation

If you are resident in the UK you will be responsible for declaring your letting income to the Inland Revenue. If you are resident abroad you must apply to the Inland Revenue for a Certificate of Exemption (NRL 8) which can be done in advance by you or your tax advisor. It is then up to you to account directly to the Inland Revenue for any tax due.

Repairs and Maintenance

There is a statutory duty on the landlord (Section 11 of the Landlord and Tenant Act 1985) for any rented property to maintain the structure and mains services serving the property in good repair and that it be fit for human habitation.

There are also general product safety regulations that require the property and any items supplied to a consumer in the course of a commercial activity must be safe, and this includes the supply of rented property.

This is in addition to the other specific provisions for gas, electricity and furniture covered earlier.

Unless due to misuse by the tenant (which is sometimes difficult to establish or prove) you are responsible for the cost of repairs to the property and contents. To minimise repair expenditure we ask that you provide us with full instructions for appliances and installations e.g. the central heating system and details at the outset of existing maintenance contracts or guarantees that are in force.

You are responsible for the costs of servicing and maintenance.

Rent paid by the tenant is inclusive of fair wear and tear on the property and its contents.

It is not reasonable to expect the property or contents to be in the same condition at the end of the letting as at the commencement. We recommend that any items of monetary or sentimental value are not left in the property whilst it is let.

Any damages charged to the tenants must take fair wear and tear into account and so the full replacement cost may not be recoverable depending on the age of any damaged items. Should you wish to acquire furniture, appliance etc. for your property we can advise on this.

MOVING FORWARDS WITH OUR SERVICES

1, AGENCY AGREEMENT SIGNED

(visit <https://topproperty-services.com/sign-agency-agreement>)

2. Property Assessment

3. Provide Keys. We need a full set of keys for the property. At a minimum one set of keys for any entrances/exits, and a copy of individual bedroom keys where applicable.

3. Agree plan for any property changes needed to meet letting standards.

4. Provide documents: Landlords gas certificate, electrical certificate, EPC, PAT Test, Proof of ID, Proof of Ownership, Tax Certificate for exempt landlords (overseas clients only), copy of property license

5. Apply for property license if not already done.

6. We market for new tenants and onboard tenants as needed.

IN SAFE HANDS WITH THE EXPERTS

Topproperty Services are a safe pair of hands for your valuable property. We will help you with the management of your property, and have a fiduciary duty to always act in your best interest. We are registered and properties accredited with the University accommodation service and are members of the Property Ombudsman Service and hold members of Client Money Protection.



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