



INFORMATION
FOR
LANDLORDS



We are committed to building long term, sustainable relationships with landlords and letting agents to offer a wide range of good quality, affordable and secure tenancies in the private rented sector.



Our Offer

East Suffolk Lettings has been developed by East Suffolk Council, Housing Needs Service to increase access to good quality homes in the private rented sector for eligible residents in the East Suffolk District.

We provide a professional, comprehensive no fee, lettings service to private sector landlords with a property to let. We understand how important your property is, and care about the service we offer to you.

We offer a range of services to best support your requirements, as a landlord:

Rent Guarantee Scheme

A hassle-free way to let your property with a cash incentive when you join the scheme. Rent is guaranteed throughout the tenancy and tenants are fully vetted. *rent is set at LHA rate +10%.

Inventory and regular inspections

We will compile an inventory before the tenant moves in, routine inspections and a check-out inspection.

Introduction only Scheme

If you have a property to let and are looking for a reliable tenant with references, we can recommend them directly to you and you manage the tenancy going forward. There is no charge for this service.

Market Rent Scheme

Let us be your high street letting agency - this scheme allows you to set the rent at market rate following our valuation and offers you extra protection with a deposit bond.

Agent offer

Are you an agent? We want to hear from you. We can offer you a £250 cash incentive if you introduce a landlord to **East Suffolk Lettings** and they sign up to the rent guarantee scheme.

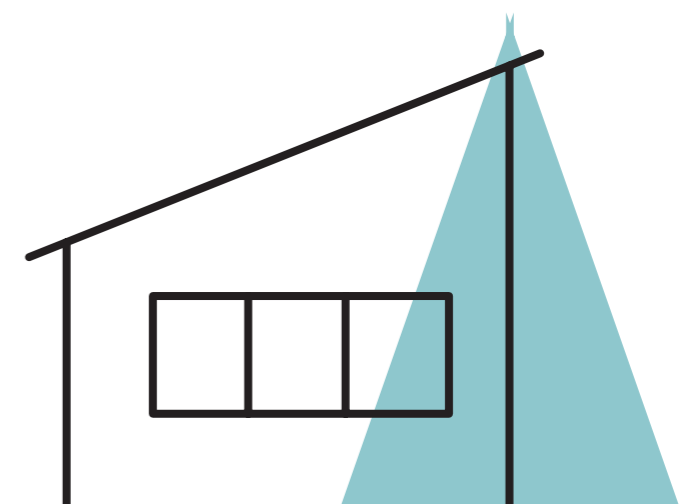
Contact Us

For more information contact us:

T: 0333 016 2000 and ask to speak to East Suffolk Lettings

E: EastSuffolkLettings@eastsoffolk.gov.uk

www.eastsuffolk.gov.uk/housing/east-suffolk-lettings



Guaranteed Rent Scheme Benefits

Guaranteed rent payment for the term of the tenancy

No loss of rent. Rent paid on time in full every month (by us). Rent, set at the LHA rate + 10%.

Cash incentive

For each property you place with us through the Rent Guarantee Scheme we will give you a one off cash incentive.

No fees... No commission

We provide a free service, so there is no commission to pay and no hidden charges.

Assessment of potential tenants

We carry out full affordability assessments and credit checks on any potential tenants we put forward to you.

Accompanied viewings

All property viewings will be arranged by us and will be fully accompanied with timely feedback to you.

Deposit Bond

We will provide up to 5 weeks deposit bond to cover the required deposit (Because we are a local authority providing a bond, there is no requirement for you to register the deposit).

Inventory and regular inspections

We will compile an inventory on your behalf before the tenant moves into the property, and will conduct routine inspections throughout the tenancy.

Check out inspection

At the end of every tenancy, we will carry out a check out inspection and if a claim needs to be made against the deposit, guide you through it.

Efficient claims process for any deposit claim

The deposit bond acts as a cash deposit and can be claimed against for any loss or damage.

We also offer a range of services to support HMO landlords

- Up to 5 weeks Deposit Bond on every tenancy
- 5 year rent guarantee agreement
- Cash incentive
- Competitive rent per room per calendar month
- 50% contribution towards HMO licence fee

Landlords Quick Checklist

To legally let your property you will need:

- An Assured Shorthold Tenancy Agreement
- To issue your tenant with the 'how to rent' guide
- To have completed a Right to Rent check
- A current Gas Safety Certificate (if applicable)
- A current Electrical Installation Condition Report (EICR)
- Landlords should be working to a rating of C and above and your property needs a grade E to be let out

What we need from our landlords

We would expect a minimum commitment from you of:

A property in good repair, which complies with the Housing, Health and Safety Rating System.

Landlords should be working to a rating of C and above and your property needs to have a minimum rating of E.

A 12 month Assured Shorthold Tenancy Agreement with rent set at the Local Housing Allowance (LHA) rates or within 10% higher.

Visit: www.gov.uk/guidance/local-housing-allowance

A property with

- A valid Gas Safety Certificate
- An electrical inspection Certificate
- A property licence, if required
- Relevant landlord insurances

You must have the ability to respond to any request for repairs in a reasonable time frame. Within 24 hours for emergencies repair or 7 days for general repairs.

Our aim is to provide good quality, safe and secure homes in the private sector.

East Suffolk Lettings will support you as the landlord to ensure that the tenancy and property meet all the legal requirements.

We can provide grants to help improve the energy efficiency of your property and bring it up to an acceptable standard for letting.

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 their landlord.

It is your responsibility, as landlord, to ensure any furniture, which is owned by you, meets current fire safety regulations. Any furniture let by a previous tenant and let with the property will need to be by mutual agreement - before the tenancy 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.



What to do next

To discuss any of the services we can offer you and to find out more information please contact us:

T: 0333 016 2000 and ask to speak to East Suffolk Lettings
E: EastSuffolkLettings@eastsuffolk.gov.uk

East Suffolk District Council,
Riverside, 4 Canning Road, Lowestoft NR33 0EQ

www.eastsuffolk.gov.uk/housing/east-suffolk-lettings

Useful links

www.gov.uk/private-renting
www.eastsuffolk.gov.uk/housing/grants/renovation-grants/
www.easternlandlords.org.uk



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