



TOPPROPERTY

Student Lettings | Residential Lettings | Property Management

Management Services for Student Accommodation



About Us

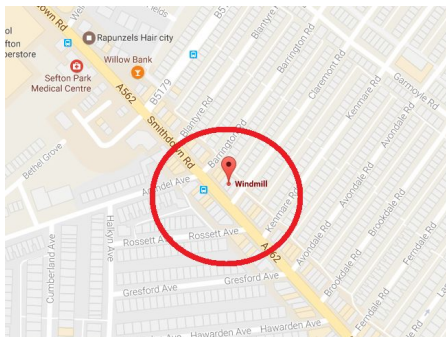
Topproperty Services are a Liverpool based agency specialising in the provision of high quality student accommodation.

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

We have an extensive knowledge of managing student accommodation including the latest developments in housing law, especially with regards to tenancy deposit protection and Houses of Multiple Occupation licensing, planning requirements for shared houses and all other aspects of property management. Our properties are accredited by Liverpool Student Homes and meet the mandatory safety and requirements for shared housing.

We are the trusted manager for many landlords with a fast turnaround of let properties to ensure low void periods. We are also experienced and dedicated landlords and property managers so know what landlords need and expect from a property management company.

Our Offices



Topproperty Services

337 Smithdown Road

Wavertree

Liverpool

L15 3JJ

Tel: 0151 733 2200

Mob: 07841 433104

info@topproperty-services.com

www.topproperty-services.com



Our office hours are:

Mon: 9am - 5pm

Tue: 9am - 5pm

Wed: 9am - 5pm

Thu: 9am - 5pm

Fri: 9am - 5pm



Registered with
Liverpool Student Homes



The Liverpool Student Market

Liverpool has a number of student areas due to the number and location of universities.

Student tenants typically start looking in January/February and keep looking up until July/August. Our tenancies run from July of each year until the end of the following June.

The universities serving Liverpool are Hope, Liverpool University, John Moores University (JMU), Liverpool Institute for Performing Arts (LIPA), Liverpool School of Tropical Medicine and a number of community colleges. The areas with student housing for these educational establishments are:

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 the properties are very affordable (both for landlords and tenants). Topproperty Services offer a very large number of properties in Liverpool with rents from £75 upwards. Houses from 2 to 6 beds are incredibly popular. . Kensington (L6) is slightly further out and is seeing huge demand from students, with a range of property sizes from 2 to 6 beds.

Aigburth

Close to Sefton Park, Aigburth is popular with students due to its cosmopolitan lifestyle. Buses to the city run every 5 minutes. Topproperty Services has a number of houses with 4-8 beds.

Toxteth

Offering very quick access to the City, this area is very popular with students.

Wavertree - Smithdown Rd and surrounding area, L15

Wavertree/Smithdown Rd has the largest student population in Liverpool. Mostly consisting of Victorian terraces, it provides a range of accommodation for students in shared houses and has the infrastructure and services the student population expect with a diverse range of shops, supermarkets, pubs, food outlets and independent retailers. Buses to the city run every 5 minutes all day.

Our Student Accommodation services

We offer packages for landlords that suit all requirements and budgets. All fully managed packages have an up front landlord registration fee of £100 + VAT. Discounts apply if registering multiple properties – please ask for details.

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 – 12.5% + 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

The Legal Stuff

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.

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:

In view of the higher risk of fire in rented accommodation we require all properties to be supplied with sufficient smoke detectors and fire extinguishers. 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 mydeposits.co.uk and depositprotection.com. 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.

What happens next?

Our agency representative will assess your property to ensure it meets the required legal requirement for letting to students. This will include factors such as smoke detection, fire prevention (eg fire doors) and furniture compliance.

Once we have done that and you are happy to proceed, the following will be required:

1. 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.
2. We agree a plan with you for any upgrades the property that are required.
3. We need these documents:

A copy of the Landlords gas safety record (CP12 certificate) if there is a gas supply in the property. We can arrange one if required at a cost of £50 plus VAT.

A copy of the Electrical Safety Certificate (eg NICEIC Installation Certificate/Periodic Report/Electrical Condition Report). We can arrange one for you if required at a cost of £100 plus VAT if applicable.

A valid Energy Performance Certificate (EPC). We can arrange one for you if required at a cost of £60 plus VAT if applicable.

Proof of property ownership or entitlement to receive benefit of rental income

Proof that you are up to date on loans secured against the property

If you are an overseas landlord, we need a copy of the NRL8 exemption certificate to prove you are entitled to receive rental income with no tax deducted.

If the property is let, contact details for all the current tenants.

Proof the property is licensed, or if not authority to apply for a license.

Once we have the above, we will then commence marketing your property (or taking on full management) as required.