



DIRECT LET

INVENTORY
REFERENCING smoke detectors gas safe
tax RIGHT 2 RENT
credit check A.S.T
Auctions Section 21
tenant rent collection
section 48
EPC
Wealth
HMO
MAINTENANCE
LANDLORD
HOUSING ACT
BUY2LET
Insurance
deposit
protection
arrears
PAT TEST

A landlord's guide to letting



DIRECT LET

Welcome to Direct Let

As an independent residential agent with award winning staff and directors, we would like you to regard us as your 'Professional Property Partners'

The Direct Let team are here to help, guide and make things happen to ensure your property is in good hands throughout the process.

We are proud to be members of the leading governing bodies with fully audited client account and money protection. Our directors have years of experience and knowledge at your disposal.

Whether you are a landlord, or a corporate entity with a portfolio, it makes no difference. The service we provide determines the future of our business. Our staff are well trained and rewarded for their hard work and dedication. Any agent can let your property. However, would you put your most valuable asset in the hands of an amateur?

Our brochure intends to steer you through the minefields of renting a property or building a portfolio. Our clients may also take advantage of regular property investment seminars and presentations. This enables you to keep in touch. Renting property can be a most rewarding venture. Like any successful business you need a good team with you to make it succeed...

'People are judged on the company they keep, we believe a company should be judged on the people they keep'





OUR MANAGEMENT SERVICE

- ✓ Full Management or Tenant Find Only
- ✓ Tenant Referencing and Credit Check Reports
- ✓ Right to Rent Requirements Checked
- ✓ Free Rental Appraisal and Safety Assessment
- ✓ Monthly Rent Collection and Online Payment to you
- ✓ Full Photo Inventory and Utility Liaison
- ✓ Periodic Inspections and Reports
- ✓ In House Maintenance Manager
- ✓ Tenancy Preparation and Serving of Notices
- ✓ Extensive Database of Vetted Contractors
- ✓ Rent Guarantee Insurance Available
- ✓ Investor Seminars and Letting Presentations
- ✓ Deposit Protection with My Deposits
- ✓ Always Low Fees, For a Professional Service
- ✓ Fully Regulated & Affiliated Professional Agent
- ✓ Landlords Portal for Ease of Access
- ✓ Network of Offices

MARKETING



NETWORK OF OFFICES

Direct Let will market your property throughout our branch network. This will enable all staff to promote and advertise your property to all potential tenants. Our lettings manager will visit your property, thereby ensuring maximum exposure within our network of offices.



RIGHTMOVE

The UK's biggest property site. Their stats show that the tenants spend more time searching for property on Rightmove than their competitors. They make more viewings and more enquiries thereby giving you the best chance to find the right tenant quickly and avoiding void periods. Key Marketing!



CARS

Our distinctive liveried cars can be seen around Manchester, Stockport, and Cheshire. Well presented, fitted with sat nav and driven by conscientious individuals. We believe branding is important to keep ahead of our competitors, ensuring we are the most recognised on the high street.



BOARDS

Direct Let where possible will display a prominent 'For Rent' board at your property. This will ensure all local residents who wish to live near family, friends, or workplace will have every opportunity to locate your property quickly. We believe boards are an important marketing tool.



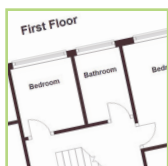
DIRECT LET

Our bespoke website was specifically designed for user content, easy search facility and information loaded for landlords and tenants. A company's website is very important as the quality and content will demonstrate the professionalism of the agent. Please visit 'Meet the Team' section to appreciate the team at your disposal.



ACCOMPANIED VIEWINGS

We will accompany all viewings thereby saving you valuable time and expense. This will also enable our staff to make an informed decision as to the viability of who would be the best tenant for your property.



FLOOR PLANS

Over a third of people said that they were less likely to enquire about a property without a floorplan. They want to see the room layout and understand the flow of the property and a floorplan is undoubtedly the best way to gather this information.



SOCIAL MEDIA

The world has become social media crazy, Facebook, Twitter, LinkedIn, Youtube, Google and company websites all driving traffic and enquiries to an agent. Although we accept it is now a way of life, we also believe our staff, low fees, experience and knowledge is far more important. Property Investing is a person to person business. We cannot be replaced by robots and will always listen to you.



A LANDLORD'S JOURNEY

Apart from your landlords responsibilities (see pages 8 & 9) you also have to decide if you want to personally carry out viewings, maintenance problems, rent collection, safety updates, legal compliance of the 400+ regulations affecting the private rented sector and the ever changing demands put upon landlords by government legislation.

Alternatively allow Direct Let to become your Professional Property Partner. Once we have carried out a free appraisal to determine the maximum rent achievable, we will find you the right tenant, with a good credit history and references with professional tenants and corporate lets the target market. Safeguarding your property is paramount and tenant selection is a key factor.

Do you feel you can manage the property personally, if so please consider. . . .

Demand for quality homes continues hand in hand with rising rents. With dedicated managers in our lettings, management and maintenance departments we ensure your best interest at all times. Throughout the process you will be kept informed by phone, email and your landlord portal. The marketing of your property on the leading property portals will ensure we attract the right tenant(s) at the right price. Despite negative press, our experience shows most tenancies run smoothly. Should maintenance issues occur, our maintenance manager and his team deal efficiently and cost effectively with contractors.

The 'all under one roof' approach we adopt enables you to concentrate on your life and work without headache. As a regulated and professional agent, we adhere to all governing bodies codes of conduct - including fully audited client accounts and fidelity bonded client protection money. You are in good hands!



A TENANTS JOURNEY

Direct Let market their properties to professionals, corporate entities, student tenants with parental guarantors (Student areas only) and if you agree, housing benefits and universal credit applicants.

With high demand for good properties we ensure all potential tenants are employed with full credit check and references conducted to ascertain the applicant affordability, employment history, right to rent status and suitability to our stringent requirements.

The tenant selection is the most important aspect.

PRIOR TO MOVE IN

Once accepted the tenant will pay a deposit of five weeks rent, agree our tenancy terms (AST agreement), agree a move in date and ensure the first months rent is paid in cleared funds prior to the move in. The deposit is protected within the MyDeposit scheme, evidence of which is provided to the incoming tenant and reminding them of their obligations.

DAY OF MOVE IN

Our lettings manager will meet the tenant at the property, conduct a full photo inventory, take meter readings, advice on procedures, (alarm, boiler, maintenance issues, waste collection, upkeep of the property etc). Keys will be handed over along with a gas safe certificate (If applicable).

DURING THE TENANCY

The rent is usually collected on the 1st of each month by way of a standing order or online payment. Your income will be reconciled and payment made directly to your bank details provided. Should any maintenance issues appear the tenant will report through our online Fixflo system (see page 10).

Our in house maintenance manager will ascertain if responsibility lies with the tenant or the landlord. We will either contact you for instruction or appoint the relevant contractor to attend and deal with the problem. We have an extensive carefully vetted list of qualified contractors at your disposal. Furthermore the tenant also has an emergency out of hours contact 24/7. During the tenancy we will carry out a periodic inspection to ensure the tenant adheres to their contractual obligations as set out within their Assured Shorthold tenancy agreement.

ENDING / RENEWING THE TENANCY

Subject to your instructions the tenancy may be renewed or ended. We normally allow for either a 6 or a 12 month assured shorthold tenancy agreement to be put in place at the outset. The assured shorthold tenancy agreement will contain section 48 details, fixed term dates and all landlord obligations. We will renew the contract of the tenancy approximately 2 months prior to the end date and advise you accordingly. It may be the rent is reviewed upward only, or the tenant has been problematic. Any decision will be made based on your signed agency terms and conditions.

Should the tenancy not be renewed or come to the end, we will procure a new tenant(s) and re-commence our procedures. When each tenancy comes to an end, we conduct a move out, analyse the initial inventory to ascertain any damages or dilapidations and inform the outgoing tenants of the potential costs. Furthermore the tenant must provide proof of payment for all utilities up to the end of their tenancy before the deposit is returned.

Tenants like the idea of an agent looking after the property. It gives them confidence that a local professional and regulated agent is contactable and provides an acceptable service 24/7. It is important to create and build a good relationship with your tenant(s).





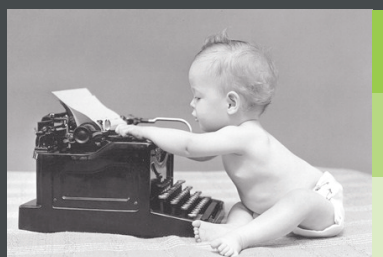
KEEPING IN TOUCH



Online access to your landlord portal enables you to access information 24/7. Your property will be at your fingertips allowing you to view tenant information, financial statements, maintenance updates and important aspects of your let (your tenants have their own version.)

Your tenant will have instant access to their tenant portal enabling them to view their tenancy, inventory, rent statement and maintenance updates of any outstanding issues. Involving the tenant is good business practice.

Fixflo maintenance reporting gives your tenant instant access to our dedicated maintenance team who monitor the system throughout the day. This clever system records the problem and photos within our software. It then enables us to instruct contractors on your behalf and the tenants are happy.



Your dedicated letting and property managers will provide you with their contact details, including personal mobile and email addresses. The transparent approach ensures a better relationship between landlord and agent. You pay for a service and that's what we provide. Our staff are here for your benefit. Please remember all our directors work in the business on a daily basis.

LANDLORD RESPONSIBILITIES



DEPOSIT REGISTRATION

A Landlord must place their tenants' deposit in a tenancy deposit protection (TDP) scheme if they rent out their home on an assured shorthold tenancy that started after 6 April 2007. The schemes in England and Wales are: Deposit Protection Service (Custodial and Insured), MyDeposits OR Tenancy Deposit Scheme. Space4Living are registered with MyDeposits.



IMMIGRATION ACT AND THE RIGHT TO RENT

The Immigration Act 2014 introduced the concept of 'right to rent' to the private rented sector. Right to rent requires landlords and agents to check the immigration status of their prospective tenants at the outset of the tenancy. Where an adult occupier has a time limited right to remain, landlords and letting agents will need to conduct follow up checks. These need to be made 12 months from the initial check or at the expiry of the individual's right to be in the UK, whichever is the later.



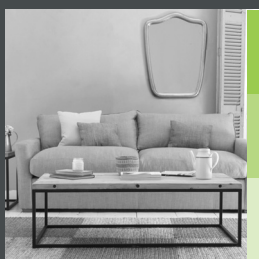
OVERSEAS LANDLORDS AND TAXATION

A landlord who lives abroad for more than 6 months of the year must pay tax on any income they get from renting out property in the UK. If the landlord is a company or trustee, the rules about their usual place of abode apply. The tax is collected using the Non-resident Landlord (NRL) Scheme. The tax can be paid by either a letting agent or the tenant. If the landlord is a joint owner, tax is paid on their own share of rental income. You can however apply to secure your rent without deduction. Space4Living are a registered prescribed agent with HMRC.



HMO REGULATIONS FOR RENTED PROPERTY

Under the Housing Act 2004 HMO status comes with its own unique set of legal responsibilities for the landlord and/or property manager, which may include requiring a licence. These responsibilities can also vary depending on the specific type of HMO property you have. Your agent and local council will advise.

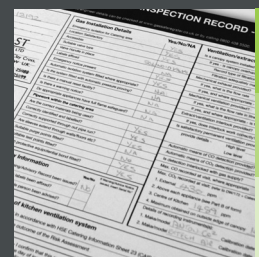


FIRE AND FURNISHING ACT

It is the landlord's responsibility of the let accommodation to ensure that all upholstered furniture complies with the Furniture & Furnishings Regulations 1988. These regulations set new levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. Many domestic fires start with soft furnishings catching fire and many deaths are attributed to the highly poisonous fumes that are given off by the man-made foams and coverings.

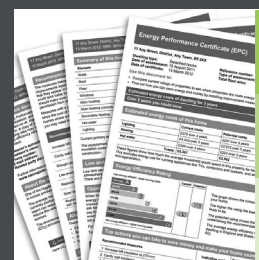
GAS SAFETY

By law, under the Gas Safety Regulations 1998, it is a landlords responsibility to get a Gas Safety Certificate every twelve months. This must be carried out by a Gas Safe registered engineer for all pipe work, gas appliances and flues installed at your property. A record of the safety inspection must be kept for two years, and a copy is to be given to all of your tenants within 28 days of the inspection. If tenants change, they'll need a copy of the Gas Safety Certificate before they move in. To breach the regulation carries severe penalties.



ENERGY PERFORMANCE CERTIFICATE

An Energy Performance Certificate (EPC) is a guide that would-be buyers or tenants get when they look at a property. It shows how efficiently a home uses energy, the cost of running a home and recommendations of how to improve the energy efficiency of the property. The EPC certificate is a legal requirement. Not having an EPC affects your rights as a landlord.



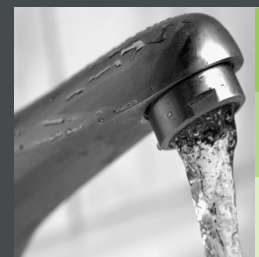
SMOKE AND CARBON MONOXIDE DETECTORS

New safety laws for landlords came into force on 1st October 2015. The new laws make it compulsory for all landlords to fit smoke alarms in rented homes, as well as offering protection against carbon monoxide poisoning. The new safety laws make it compulsory for all landlords to: Fit at least one smoke alarm on each floor of their premises. Fit a carbon monoxide alarm in rooms containing a solid fuel appliance. Check that all alarms are working when a new tenancy starts - Landlords face potential penalties of up to £5,000 if they don't comply.



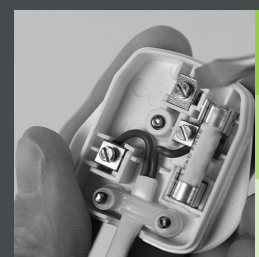
LEGIONELLA REPORT

The duty holder is responsible for the undertaking of a risk assessment to identify sources and risks of exposure to legionella. It is vital to understand what water systems are present, the equipment associated with the system such as cold water storage tanks, pumps, clarifiers, heat exchangers, showers etc. and all the component parts. The risk assessment must identify whether the system is likely to create a risk of exposure to Legionnaires Disease.

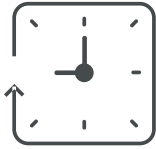


ELECTRICAL SAFETY AND PAT TEST

Portable appliance testing or PAT Testing is the process of checking electrical appliances for safety through a series of visual inspections and electronic tests. The best way of ensuring that your appliances are safe is to have a PAT test carried out on them. This is a good way for landlords to ensure that they are meeting their legal obligations to maintain high standards of electrical safety in their rented property.



THE BEST CARE PROTECTION FOR YOUR PROPERTY



We have invested in a 24/7 online repair reporting service to help protect your property around the clock.



Our easy to follow guide allows the tenant(s) to quickly report maintenance issues. Thereby allowing our maintenance team to deal with any issues.



In-built advice for emergencies makes sure your tenant knows how to protect your property if the worst happens





ADDITIONAL SERVICES

FURNITURE

Direct Let offer a bespoke service for landlords. From one item to a full house of furniture, flooring and appliances. We can provide quotes for the supply and installation at a reasonable cost.

INSURANCES

We can refer you to leading insurance brokers who can provide specific buildings and contents quotations specifically designed for tenanted properties. You cannot rent out a property on a normal domestic policy. Also your mortgage lender will insist on correct insurance.

MAINTENANCE

With an in house maintenance manager and a carefully tried and tested database of contractors, Direct Let are perfectly equipped to deal with all maintenance issues on a 24/7 365 days a year basis, thereby giving you, the owner total piece of mind and a happy tenant.

PROPERTY AUCTIONS:

Director, James McGing is an award winning and accomplished property auctioneer. If you are attending and thinking of buying at auction we can advise and guide you in all aspects of the process, hopefully saving you money or preventing mistakes.

MORTGAGES / FINANCE

Landlord investors requiring buy to let, commercial finance or bridging have an excellent choice of products available at a time of historical low interest rates and high tenant demand. We can help with our experience and knowledge by referring you to market leaders.

CONVEYANCING

We can refer you to My Home Move - an online cost effective and easy to use system. This allows you to track the file. In some instances should a purchase not complete there will be no aborted fees.

CLEANING / GARDENING

In house cleaning, gardening and tenancy preparation team are available at short notice to prepare a property on your behalf. Not only saving your precious time but potentially a lot of money. This will enable your tenant to move in sooner.

EPC & LEGIONELLA

We have an in house domestic energy assessor available to carry out either report on your behalf. Government legislation insists a report is provided prior to marketing or renting the property. The EPC must be given to the tenant prior to the move in.

IS MY PROPERTY INVESTMENT SAFE?

- The property rental market appears recession proof
- Rents are set to rise, as does tenant demand
- Landlords constantly increasing their portfolios
- People have a fascination with property, it's interesting
- Property will always have a value, unlike stocks and shares
- Rent can be guaranteed making it an attractive investment
- The average age of first time buyers is nearly 40
- Over 4m private rented sector homes, 2m landlords in the UK
- The UK has a huge and expanding student market
- The UK is often the No 1 choice for foreign investment
- Interest rates are historically low in the UK
- Rent usually covers the mortgage payment
- Future equity growth offers potential for equity cash release
- The Barker Review predicts a major housing shortfall
- As developers build less homes, demand will outstrip supply
 - Income earning and leveraging asset
 - Growing and ageing population
 - Banks love property, it's proven
 - Pensions are collapsing and remain unpredictable
 - Another 'Buy to Let' boom imminent
 - Expanding transient workforce
 - High divorce rates – more tenants
 - Housing is a basic requirement, we all need somewhere to live
 - Money price data is consistent and encouraging
 - The owner chooses the tenants
 - What, if any, is the safer alternative?
 - Tenants usually pay all the expenses
 - Low level entry (deposit)
 - UK cultural trends for home ownership
 - Town and country planning act 1947 is a major factor
 - UK rich list of 500 is property driven
 - Greenbelt restrictions means land shortage
 - Property is the asset class of the rich
 - Property investing should give you a passive income and equity growth!





PROPERTY INVESTMENT TRAINING AND SEMINARS

- Opening doors to determine your future
- Why property?
- Build your power team
- Wealth creation management
- Systems, strategies & success
- Mindset of property investing
- Financial freedom through property
- How to buy and sell at auction
- JV's & NMD Structuring process
- Find & trade BMV properties
- Understand leveraging & equity release
- Inflation proof asset sourcing
- Property deal packaging
- Build your property portfolio
- Passing on your legacy
- Rent 2 Rent
- Overseas Investing
- Business plan & development
- Top tips from leading experts
- Marketing your property
- Housing act legislation
- Legal & taxation set up
- Be your own letting agent
- Think like an Estate Agent
- Lease options & analysis
- Refurbishing on a budget
- Planning & building regulations
- Good debt Vs. bad debt analysis
- HMO blueprint training programme
- Possession, Arrears & Tenant eviction
- Lifestyle success coaching
- Commercial to Residential
- Serviced Accommodation
- Buy, Refurb, Resell

Direct Let provide regular investment seminars and property presentations. This allows you the benefit of attending to further your knowledge and understanding of why property investing is the chosen asset class of the rich. Our in depth events are professionally structured and delivered by our team of carefully selected experts.

If you want to invest.....Invest with the best!

DON'T JUST TAKE OUR WORD FOR IT!

I first met James McGing in 2005. His knowledge and experience was inspirational and informative. I wanted to get into property as soon as I heard him speak in front of a packed crowd at the Radisson Hotel in Manchester. The audience was entertained and loved his honesty and passion for property. If you are contemplating attending their events, you won't be disappointed! Thanks to them I now have 13 properties.
Mrs Rion T...

Their training courses are excellent. I did not realise how much I did not know. My strategy was to buy at auction or through Estate Agents run down properties. James and the team found me my first two properties at great discount. They oversaw any refurbishments and helped me acquire finance as well as finding me tenants.
Mrs J.C.

I met James and the team back in 2009. I already had a large multi-million portfolio in London and Fylde Coast. When I listened to their logic and talking, it made me realise I was resting on my laurels. James is a very motivated guy. What he does not know about property is not worth knowing. When I first got in to property 20+ years ago I made many mistakes and had no friends. This guy is the real deal. If you need convincing attend one of his events.
Paul D...

When my wife and I first met James and his team about 10 years ago we had one property, now we have sixteen. After our meeting, with their help we not only have a good passive income portfolio but we have acquired a lovely family home from the profit and equity release.
Mr C.T

I did not know much about property investing. Obtaining finance was easy but where and what should I buy. They held my hand and advised with meticulous attention to detail. Before I knew it, I had my first 10 properties in Manchester, Liverpool and Bolton areas. I never looked back and a big thanks to the guys for all their help and continued support.
Mr Seamus F...

P.C.N helped and advised on my first property in 2007. He negotiated a 20% discount on a new property in Salford Quays. After attending their training seminar, I have never looked back. They also collected my rents which is no surprise as their lettings business had won lots of awards. These guys know their stuff.
Mr David Co...

We bought our first property with the help of PCN. We were a little apprehensive at first but the Directors and staff soon put us at ease and guided us through each stage of the process. We wouldn't be on our landlord journey without them. Thank you James and Property Circles Network team.
Mr and Mrs M.



5 Star Business Reviews

COMPARE THE AGENT

	 DIRECT LET	Competitor One	Online Agent
I trust this agent to professionally look after my property	✓		
Award Winning Staff & Directors	✓		
Local Agent, Local Staff, Local Knowledge	✓		
Competitive No Let No Fee	✓		
No Withdrawal Charges or Delayed Fee Agreement	✓		
Floor Plan Free of Charge	✓		
Rightmove 24 Hour Marketing	✓		
Do I Trust The Valuer and The Information I was Provided?	✓		
Bespoke Professional Website	✓		
Members of The Property Ombudsman	✓		
Regulated Agent of The National Association of Estate Agents	✓		
The Owners/Directors Work in The Business on a Daily Basis	✓		
Valuer Turns Up On Time and Presented Well	✓		
Prominent Located Branches	✓		
Will Provide Client Testimonials	✓		
Free No Obligation Appraisal	✓		
Accompanied Viewings As Standard - Free of Charge	✓		
Agent Follow Up Appointment	✓		

We've got it covered



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