

AT HOME  
IN EDINBURGH





allAgents is an independent review site. Our rating is 4.9/5 as of July 2020

**A**t Home In Edinburgh is a small, family-run property management company. Every client is important to us and we want them to feel valued because relationships are at the heart of our business.

Most of our landlords come to us by word of mouth and every recommendation puts a spring in our step. We still do a little happy dance whenever we take on a new property or get a glowing review.

We believe in efficiency without cutting corners; in doing things right first time and exceeding expectations every time. Our team members are amazing, and every one of them is central to making clients happy. We all take pride in what we do, share the same vision and celebrate our successes together.



Vicky McCann



Rick McCann

**We believe in a friendly that works. Getting to know landlords, tenants, and contractors means that communication is clear, jobs get done, and you know your property is in safe hands.**

# Your journey to landlord heaven

## Our step-by-step guide

**0 Get on board**

We keep the onboarding process simple:

- Choose the service that's right for you
- Register as a landlord
- Fill in the paperwork
- Leave the rest to us

(See page 7)

**1 Meet your friendly dedicated property manager**

For us to deliver epic service and make your life easier, you will have a dedicated property manager who will be your point of contact throughout your journey with us. Whatever you need, you will know who to contact.



**2 Make your property punch**

Advertising your property is an art and a science. We know how to do it right:

- Getting your property ready for marketing
- Producing top notch photography, floor plans and videos
- Advertising on the best portals
- Offering flexible viewings
- Investing time in communicating with potential tenants



**3 Find trustworthy tenants**

We gather as much information as possible about potential tenants to allow you to decide who you want to let to. It's then over to us:


- Rigorous referencing
- Preparing and signing legal documentation
- Arranging cleaning, maintenance, and safety certification
- Providing a complete written and photographic inventory
- Accompanied tenant check-ins



**4 Manage the day-to-day**

Managing a property is hard work. We bring knowledge, efficiency, trustworthy contractors and a tub full of elbow grease to remove the hassle for you:

- Processing rents and lodging deposits
- Handling keys
- Renewing safety certificates and arranging maintenance
- Updating utilities and council tax
- Undertaking regular inspections



**5 Manage check-outs**

When the good time comes to an end, we're ready to take care of the details, get your property in tip-top condition and back on the market as quickly as possible:

- Educating tenants on the move-out process
- Carrying out a detailed inspection and report
- Organising maintenance and upgrades
- Handling the deposit process

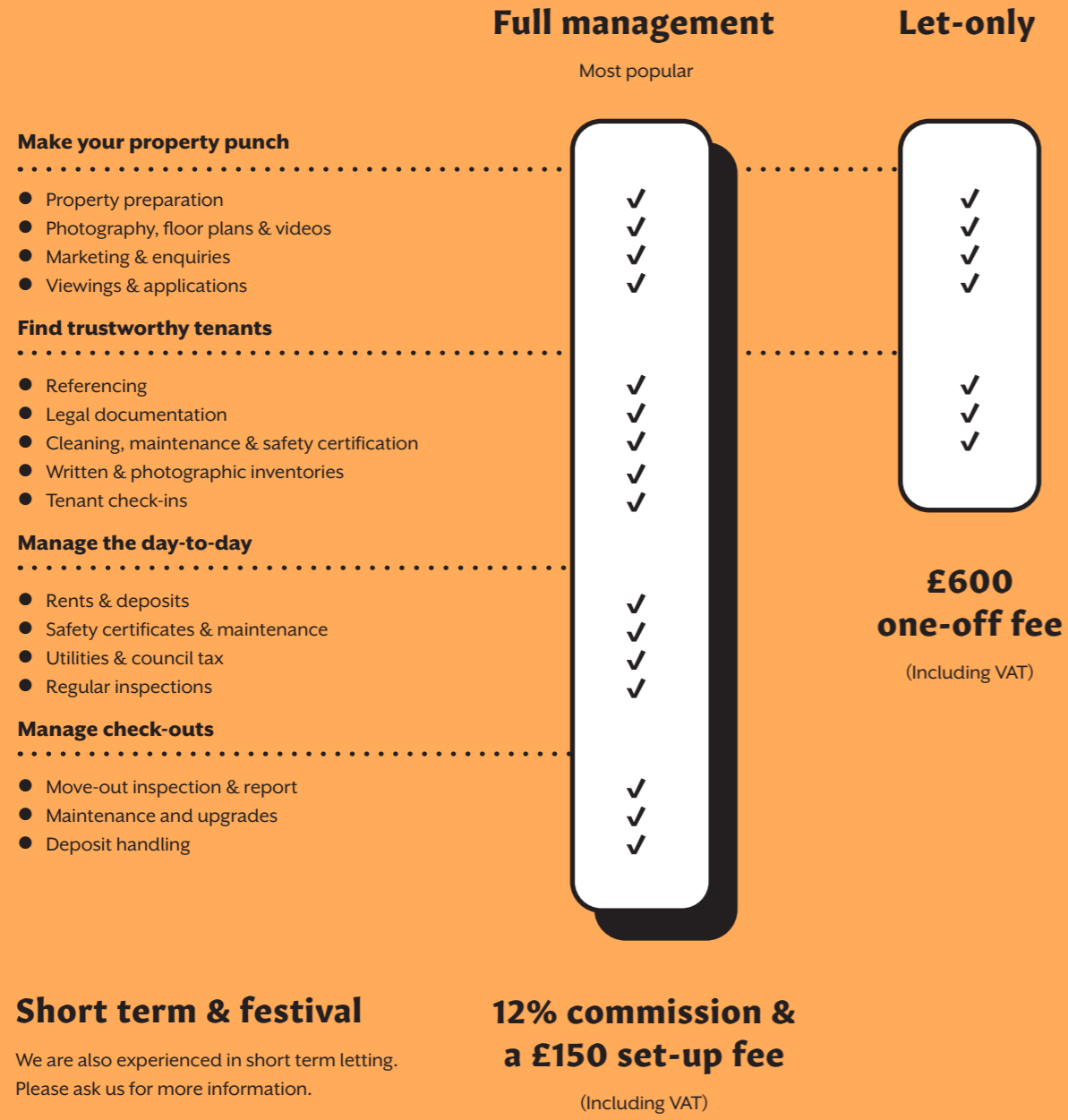
**Speed to market**

If you have applied for landlord registration and have an Energy Performance Certificate, we can get your property on the market within 24 hours.

Our priority is finding the right tenant for your property as efficiently as possible. The average time to let in Edinburgh in 2019 was 24 days (Citylets Report); our average was 18 days.



# Our services



# Yes! I want to get on board. What's next?


- 1 Select a service & say 'Yes'!**

Great, we are doing our happy dance. Choose the service that is right for you and we will set the wheels in motion.
- 2 Landlord Registration**

Complete the government's simple online application process. For more details see page 8.
- 3 Fill in the paperwork**

We have a simply designed online fact-finding sheet that will ensure you send us all the information we need.
- 4 Leave the rest to us**

Sit back as we prepare your property and maximise its potential. We will update you at every stage of the journey.



# The nitty gritty

We help you get your property compliant

## REGISTRATION



### Landlord Registration

**£66\***. Valid for 3 years  
(Joint owners must all apply)

Your registration number must be stated in the property advert. You can register online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). Our Letting Agent Registration Number is LARN1902079.

### Landlords who live outside the UK (>6 months of the year)

It is in your interest to register as a non-resident landlord with HMRC by completing an NRL1 form. If you do not, we are obliged to deduct basic rate tax from your rental income. You can find the appropriate form at [www.gov.uk/government/collections/non-resident-landlords-forms](http://www.gov.uk/government/collections/non-resident-landlords-forms). Our agency reference is NA 052582.

## CERTIFICATES



### Energy Performance Certificate (EPC)

**£65\***. Valid for 10 years

The EPC rating of your property must be stated in the property advert. We can check if there is an existing valid certificate first.

### Electrical Installation Condition Report (EICR) £150\*

Valid for 5 years

An inspection of the property's electrical installations, electrical fittings & fixed electrical equipment.

### Gas Safety Certificate

**£66\***. Valid for 1 year

Verification that gas appliances in the property are safe to use.

### Portable Appliance Test (PAT)

**£50\***. Valid for 1 year

Examination of the landlord's portable electrical appliances.

### Legionella Risk Assessment

**£66\***. Valid for 1 year

A risk assessment and recommended control measures for Legionella bacteria which causes Legionnaires disease.

### Houses in Multiple Occupation (HMO) £ dependent on property size.

Valid 1-3 years

If your property will be home to three or more unrelated people, an HMO application must be submitted to the council. We can advise on the licensing process.

## EQUIPMENT



### Fire Alarms

**£200\*** (based on an average of 3 fire alarms)

Alarms need to be interlinked and either mains powered or have tamper-proof long-life lithium batteries. The number and position of alarms will depend on the layout of your property.

### Fire Blanket

**£15 each\***

We recommend a fire blanket is left in all properties.

### CO Alarm

**£25 each\***

Alarms need to have tamper-proof long-life lithium batteries. The number and position of alarms will depend on the layout of your property.

### Furnishings

Any upholstered furniture provided must be fire resistant and labelled as such.

\* Prices are indicative and inclusive of VAT

## CLEANING



### Professional Cleaning

We advise the property and windows are professionally cleaned prior to the first tenancy. Tenants are expected to hand the property back in the same condition, and if not, the invoices can be used as evidence for a claim with the tenant deposit scheme.

## OTHER

### Factoring Fees

If the property is in a factored development, you as the landlord are liable for any factoring fees.

### Landlord Insurance

We advise you take out appropriate landlord insurance which covers buildings, contents, and liability.

### Mortgage Lender

You need to inform your mortgage lender of your intent to let the property and obtain their consent to do so.

## What is applicable to me?

Landlord registration	<input type="radio"/>
Non-resident landlord registration	<input type="radio"/>
Energy Performance Certificate (EPC)	<input type="radio"/>
Electrical Installation Condition Report (EICR)	<input type="radio"/>
Gas Safety Certificate	<input type="radio"/>
Portable Appliance Test (PAT)	<input type="radio"/>
Legionella Risk Assessment	<input type="radio"/>
HMO application	<input type="radio"/>
Fire alarms	<input type="radio"/>
Fire blanket	<input type="radio"/>
CO alarm	<input type="radio"/>
Furnishings	<input type="radio"/>
Professional cleaning	<input type="radio"/>
Factoring	<input type="radio"/>
Landlord insurance	<input type="radio"/>
Mortgage lender	<input type="radio"/>

# Taking care of the details

## Some frequently asked questions

### Where do we advertise your property?

We use a mix of Edinburgh based and UK wide portals to give your property maximum punch. These include Lettingweb, Zoopla, Citylets, On the Market and Gumtree.

### How do we ensure trustworthy tenants?

Through rigorous referencing which usually includes a landlord reference, income/employment reference and a credit check. If a guarantor is required, they will also be vetted.

### How much deposit do we take?

As standard we take a deposit of 1.5 times the monthly rent and this is lodged with Safe Deposit Scotland.

### When do you get paid?

Rents are paid by bank transfer at the start of each month. You will receive a detailed electronic statement by email which sets out income and expenses.

### How often do we inspect your property?

We inspect our properties every 3-6 months and you are sent a summary of findings. Regular inspections allow us to maintain high standards.

### What happens when something needs fixed?

Don't worry; we have built a strong working relationship with our team of contractors and have full confidence in them. Tenants are provided with a 24/7 emergency contact number.

### Do you process HMO applications & renewals?

Absolutely, we can complete all the required paperwork and undertake any work required to comply with HMO standards.



# How do I choose the right agency for me?

You may be meeting several agencies and it can be hard to choose the right match. Here are some things to consider...



What makes a better agency?

How will they make my property stand out?

How will they ensure the best financial return for me?

How will they make sure things go smoothly?

Can I trust what they are saying?

We would love to chat about these points and more. Just ask :)

### Our credentials

At Home In Edinburgh is approved and registered on the Scottish Letting Agent Register. As such, we must comply with a statutory Letting Agent Code of Practice and our staff must hold the relevant qualifications.

Our LARN number is LARNI902079

We have Client Money Protection (CMP) insurance in place which provides financial protection to landlords and tenants.

We are members of the Council of Letting Agents (CLA). Our membership gives us access to specialist resources, legal assistance, and representation of our landlords through lobbying and campaign work.



## **Friendly, knowledgeable, efficient. Aren't you glad you found us :)**

We know you may have more questions. We would love the opportunity to meet you and discuss things further. Please get in touch.

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**Email :** [info@athomeinedinburgh.co.uk](mailto:info@athomeinedinburgh.co.uk)

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