

Landlord Guide

AT HOME
IN EDINBURGH





allAgents is an independent review site. Our rating is 5/5 as of Nov 2023.



Our rating is 4.9/5 as of Nov 2023 from 136 reviews.



At Home in Edinburgh is a family-run sales and letting company with a heart for Edinburgh, its property and its people.

To us, you're not just a client, you're part of our community, and we genuinely care about helping you feel valued and supported.

Marchmont tenement or Murrayfield mansion; we'll make sure your property's natural appeal shines through and reaches the right people.



Vicky McCann



Rick McCann

Being a friendly and approachable team is our secret ingredient for great letting results. We get to know our landlords, tenants, and contractors so 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

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 as quickly as possible. In 2022, the average time we took to let our properties was 10 days – compared to the overall Edinburgh average of 15 days (Citylets Report).



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

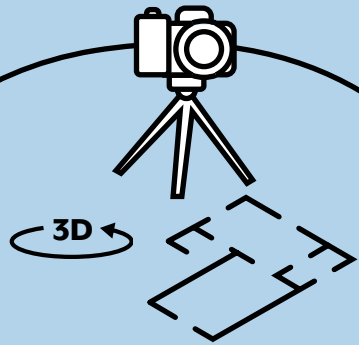
For us to deliver epic service and make your life easier, you will have a dedicated property manager who will be your point of contact throughout your journey. Whatever you need, they will be on hand to help.

2

Make your property punch

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

- Getting your property ready for marketing
- Producing top notch photography, floor plans and videos
- Advertising on the best platforms
- 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

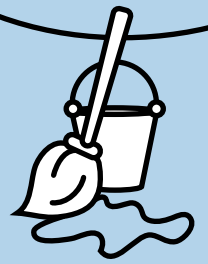


5

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:

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



Our service

Our full management, multiple award-winning service looks after every aspect of the letting cycle. Have peace of mind that your property is in safe hands 24 hours a day.

Make your property punch

- Property preparation
- Photography, floor plans & videos
- Marketing & enquiries
- Viewings & applications

Find trustworthy tenants

- Referencing
- Legal documentation
- Cleaning, maintenance & safety certification
- Written & photographic inventories
- Tenant check-ins

Manage the day-to-day

- Rents & deposits
- Safety certificates & maintenance
- Utilities & council tax
- Regular inspections

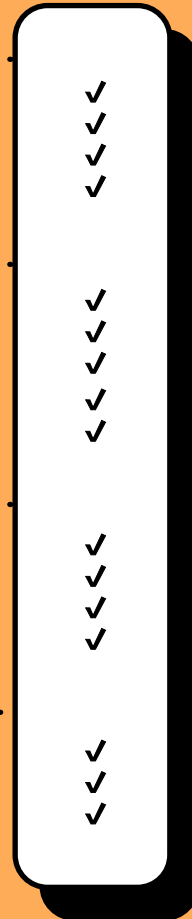
Manage check-outs

- Move-out inspection & report
- Maintenance and upgrades
- Deposit handling

£150 set-up fee + 12% commission (inc VAT)

Considering Selling?

We are also able to help you sell your property. Ask for more details.



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

1

Select our service

Great, we are doing our happy dance. Once you've selected our full service package, 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
£93*. Valid for 3 years
(All legal owners must apply)

Your registration number must be stated in the property advert. You can register online at 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. Our agency reference is NA 052582.

CERTIFICATES



Energy Performance Certificate (EPC)
£75*. 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 & Service
£79*. 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.

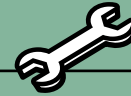
Houses in Multiple Occupation (HMO) £ dependent on property size.
Valid 1-3 years

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.

Lead Testing
£50*

Testing for the presence of lead pipes in older properties.

EQUIPMENT



Fire Alarms
£240* (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
£30 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.

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.

* Prices are indicative and inclusive of VAT

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"/>
Lead Testing	<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"/>

How we personalise your process

We believe there are three key ingredients that can take your landlord journey from good to tip-top:

1 Effective Communication

You want to know what is happening and when. What is the feedback from viewers? Is your property being looked after? What's the impact of new legislation? We make good communication a fundamental, and our friendly team is always on hand to respond to your questions.

2 Quality Tenants

The real secret to a successful tenancy is matching the right tenants to your property. Our rigorous referencing process gives you peace of mind. And, where it's possible, we invest time to meet viewers in person so we can understand their situation before even starting them on the referencing process.

3 Care & Attention

We treat your property as if it were our own. We ensure it is marketed in the best possible light and we carry out regular inspections to maintain high standards and identify issues early. We want to minimise any nasty surprises and maximise the return on your investment.

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 Rightmove, OnTheMarket and Citylets.

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 we process HMO applications & renewals?

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





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

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Edinburgh
EH9 1EU

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 Scottish Association of Landlords (SAL). Our membership gives us access to specialist resources, legal assistance, and representation of our landlords through lobbying and campaign work.