

# Hamptons International Guide for Landlords





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# Introduction

Welcome to the Hamptons International handbook for landlords – our comprehensive guide to the letting and management of your property. If you want to guarantee the best tenant, the best rent and an efficient and professional service, then appointing Hamptons International to let and manage your property is a great place to start.

Over the last 140 years, Hamptons International has built a reputation for service, and we want to keep it that way, which is why we never stop investing in our people. Throughout our UK and international branch network, our staff are trained to the highest standards and offer a comprehensive service that is tailored to the needs of each of our clients. So whether you are a first-time investment owner, a corporate landlord or just want to let your own home, you can benefit from the expertise of our residential lettings division, comprehensive management service, corporate services department, asset and investment management team and client accounting services.

We hope that this handbook proves a useful source of reference to our services and experience. For further information, please contact your local Hamptons International branch.

Regards,

Lesley Cairns *Head of Lettings*



**This handbook has been designed to offer practical advice. It is not intended as a comprehensive lettings reference.**

**If you need any clarification of the information in this guide, please do not hesitate to contact any of our branches, where our trained staff will be pleased to help with any of your questions.**

# Acquiring an investment property

## Factors to consider

### Location

Investment properties should be close to transport facilities and within easy reach of a good range of local amenities. It is important that you buy the right property for the market, so take time to find out about the typical tenant in your chosen area and the likely levels of rent they will pay. Once you have pinpointed your target tenant group, choose properties that will appeal to them.

### Freehold vs leasehold

Ideally you should purchase a freehold property. Where this is not possible – in areas like central London for example, where freeholds are not widely available – ensure that your potential investment property has a lease term of at least 75 years. Remember to check that sub-letting is permitted under the head lease, and seek advice from your local Hamptons International office about normal service charges and typical block management arrangements.

### Service charges

Levels of service charge vary depending on the range of services provided with the building (for example: a caretaker, lift, concierge, leisure suite and gardener). These services will often make the property more attractive to prospective tenants.



## The investment equation

When assessing the potential yield of a rental investment the following factors should be taken into account. The example below is based on the acquisition of a two bedroom flat in central London and is for general guidance purposes only. Your local Hamptons International office will be able to offer assistance with more bespoke investment analysis.

Gross yield is the achievable rent expressed as a percentage of the capital value of a property. A good yield will be of considerable interest to any property investor, but it is wise to remember that at times of high capital increase the gross return will be reduced as the rent often does not rise proportionately.

|                                 |          |
|---------------------------------|----------|
| Purchase price (V)              | £500,000 |
| Rent – assume £450 per week (W) | £23,400  |
| Gross yield (W/V x 100)         | 4.68%    |

### Asset and Investment Management (AIM)

Investors are often forced to appoint several property agents to buy, let and manage their portfolio. This can be time-consuming, expensive and frustrating. At Hamptons International, our team of specialist AIM consultants is on hand to oversee the entire process for you. From advising on local market activity and the next property 'hotspot' to the day-to-day maintenance and upkeep of a property, the AIM team will ensure you benefit from the very best return on your investment.

### Nanofunds

Hamptons International is one of the founding sponsors and advisors of an innovative approach to property fund management. Nanofunds are small close ended (SIPP & SSAS compliant) property funds focusing solely on development and investment opportunities in London and the South East to create exceptional returns from residential property.

For further information contact Client Relations on **+44 (0)20 7963 0614** or email [clientrelations@hamptons-int.com](mailto:clientrelations@hamptons-int.com)

NANOFUNDS  
RESIDENTIAL DEVELOPMENT FUNDS

share in exceptional returns  
from London residential  
development projects

hamptons b mor

### Hamptons International Interior Solutions

Appearances will affect the rent you will achieve on any property investment so it is imperative that your investment looks its best at all times. Providing support to our Lettings, Property Management and AIM departments, the Hamptons Interior Solutions team is at your full disposal to provide a complete range of furnishing and design services.

Our range of services includes:

- Overseeing finishing work at new developments and working with the developer to finalise snagging lists
- Complete furnishing of a new-build investment (flooring, fittings etc) and any re-sale property – any size, any age
- Arranging furniture and accessories for dressing purposes, either by purchasing or hiring the required items
- Arranging linen, kitchen equipment and other items for fully furnished properties
- Complete redecoration, from just one room to an entire house
- Refurbishment or replacement of kitchens and bathrooms.

Please call **+44 (0)20 7220 0099** or email [interiorsolutions@hamptons-int.com](mailto:interiorsolutions@hamptons-int.com) for more details.

# Presenting the property

## First impressions count

It is a fact of life: properties that look their best let quicker and achieve higher rents, so it is worth thinking about the kind of tenant you are trying to attract and decorating accordingly. Whether the property you are letting is your own home or a rental investment, it pays to make sure that the décor is chosen to suit your target market.

Your local Hamptons International Lettings department will be only too happy to provide further guidance and advice if required, and can also put you in touch with specialist furnishing and interior design service providers if necessary.

When decorating an investment property the following guidelines should be followed:

- Keep carpets and walls neutral – whites and creams make a cleaner, fresher impression. Wooden floors are also very popular.
- Paint finishes are easiest to maintain. However, wallpaper may be expected in higher value properties.
- Good quality flooring and window dressings, particularly in unfurnished properties where they are more visible.
- Stick to simple, good quality fixtures and fittings throughout – nothing that will date too quickly.
- Kitchens should be well equipped, ideally with a dishwasher, large fridge/freezer, washing machine, tumble dryer and microwave. Recycling facilities are becoming more popular as tenants are becoming more concerned with ecological issues.

- Bathrooms should have high quality fittings and be well lit. Power showers and fully tiled floors and walls are preferred by most tenants.
- There should be ample wardrobe space in the bedrooms.
- Corporate tenants will expect a high standard of finish. Wooden floors, low voltage lighting and stone work surfaces are all commonplace at the top end of the market.
- Tenants may be looking for the property to support the latest technological capabilities. This should ideally be considered at the time of refurbishment so that wires can be in-built.
- Communal area and /or entrance hallways should be well-presented in order to create a good first impression. Also bear in mind the exterior of the property – does it have “curb appeal?”

Hamptons International Interior Solutions are able to offer clients a bespoke service aimed at those wishing to bring their properties to either the lettings or the sales market. With our expertise and the resources available to us, we are able to ensure your property achieves maximum appeal with optimum return. Our service ranges from complete internal and external refurbishments to package and bespoke furniture arrangements. We can also help with packages to dress the property while it is on the lettings or sales market.

Please call **+44 (0)20 7220 0099** or email [interiorsolutions@hamptons-int.com](mailto:interiorsolutions@hamptons-int.com) for more details.

### Good repair is good business

It makes sense to clear away any clutter in your property and clean it thoroughly throughout, including carpets, curtains and upholstery, before viewings commence. Any odd jobs that have been ignored or put off should be completed before the property is marketed. It also makes good business sense to service the boiler and electrical appliances, clear gutters and drains, and tidy the garden – this helps to reassure tenants that the property has been well maintained. These tasks can all be arranged and overseen for you by Hamptons International as part of our comprehensive Property Management service.



### To furnish or not to furnish?

Our lettings experts will advise you on the best approach to furnishing your property, but taking a flexible view will mean that you reach as wide a range of potential tenants as possible. Furnishing a property will not necessarily affect the rental price, but the quality of any furnishings provided certainly will. If you are furnishing the property then the furniture should be neutral and modern and should help to define the different areas of use and reflect a certain lifestyle.

If furnishing, you should expect to spend 2-3% of the property's purchase price on furnishings. The budget for furnishing a standard two bedroom central London flat with a rental of £450 per week would be in the region of £12,000.

With a short let property, the tenant must be able to live comfortably having just arrived with a suitcase. The property must include all furniture, kitchenware, crockery, linen and laundry, including sufficient towels.

Hamptons Interior Solutions are able to help you furnish your home. Please call **+44 (0)20 7220 0099** or email **[interiorsolutions@hamptons-int.com](mailto:interiorsolutions@hamptons-int.com)** for more details.

# Marketing your property

We know what tenants want from rental properties and what features they will be drawn to. Our complete understanding of their requirements means we can efficiently market your property in a way that will attract the attention of the right people.

## Branch network

Our expanding network of over 85 offices worldwide enables us to source tenants locally, nationally and internationally. By attracting a high number of tenants, we are able to give you a greater choice. This helps ensure we can find the best tenant for your property.

## Getting your property noticed

We will get your property seen by as many of the right tenants as possible. With the vast majority of property searches starting online the web is a vital tool for marketing your property effectively.



## www.hamptons.co.uk

By attracting potential tenants to the Hamptons International website, we direct them to your property. Our website receives over 130,000 unique visitors every month. Its fresh design and quick search functions make it simple for tenants to use. Features include property email alerts, maps, floor plans, detailed information about individual properties, downloadable brochures, market statistics and expert market commentary.

## Property Portals

As well as our own website we list all our properties on all the industry-leading portals including:



**We are big advertisers**

We are regular advertisers in prestigious national press titles including *The Sunday Times*, *The Daily Telegraph*, *The Financial Times* and *CountryLife* magazine.

We work closely with all the leading national newspapers, regional publications and magazines to secure the strongest possible profile for our clients and the Hamptons International brand. As well as these traditional forms of advertising, we also undertake more innovative campaigns, such as a Hamptons property app for iPhone, radio advertising and strategic event sponsorship.

Our PR department generates editorial coverage on a daily basis in the national press, speaking directly to potential tenants.

In addition, our research department produces regular market reviews and updates.



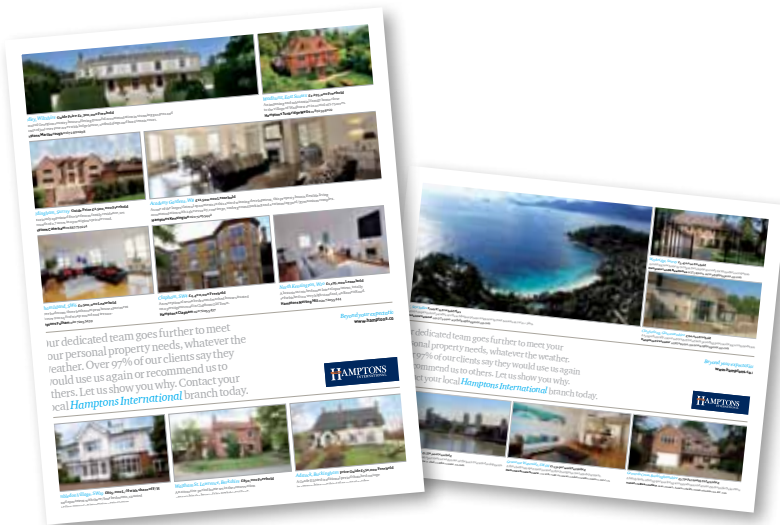
Hamptons International  
Proud sponsors of Bath Rugby



Prince's Trust

Through this promotion of the Hamptons International brand, we attract the best possible tenants for your property.

As well as these traditional forms of advertising, we also undertake more innovative campaigns, such as radio advertising, branded taxis and event sponsorship.



# Choosing Hamptons International

If you select Hamptons International as your agent, the right tenants will follow. We have been letting and selling property for over 140 years, so we know what we are talking about.

## Why choose Hamptons?

- We employ the best people in the business – our staff undertake rigorous training and attend regular refresher courses.
- We provide a set of service standards, ensuring a high level of service for all our clients.
- We contact you every week when marketing your property to discuss feedback from viewings and update you on the lettings market.
- We have a client satisfaction feedback system.
- We have a dedicated corporate services department.
- We offer a choice of short or long lets.
- We are a member of the Association of Residential Lettings Agents. (ARLA)
- We provide Royal Institution of Chartered Surveyors audit reports on our client accounts.

## Corporate services and relocation agents

A high proportion of companies retain the services of relocation agents to look after the housing needs of their employees. Hamptons International has a close relationship with numerous relocation agents, providing you with immediate access to this important source of blue-chip tenants.

Our in-house marketing strategy to attract quality tenants is directed towards corporate institutions that relocate employees to the UK on a regular basis. Our Corporate Services team is dedicated to establishing and nurturing business relations with national and international corporations. You are more likely to benefit from a corporate tenant through Hamptons than any other agent.

For more information, please contact our Corporate Services team on **+44 (0)20 7584 2222** or email [corporateservices@hamptons-int.com](mailto:corporateservices@hamptons-int.com)





### Pre-let service

We offer a pre-let service, which ensures that the property is ready for tenants to move in by arranging:

- Landlord's Gas Safety Record
- Portable Appliance Test
- Inventory report and check in
- Professional cleaning

### References

In assessing a prospective tenant's suitability we gather references using a specialist agency, and standard checks of financial, employment and previous tenant history are made where applicable.

### The deposit

We take a security deposit equivalent to six weeks' rent to protect you against non-payment of rent or damage caused by your tenant. **Under the provisions of the Housing Act 2004 it may be illegal for you as landlord to hold a tenant's deposit unless you have individual membership of an approved scheme.** However, with Hamptons International holding your tenant's deposit as stakeholder, you are fully compliant with this legislation as we are members of the Tenancy Deposit Scheme for regulated agents (TDS).

Some corporate tenants may ask that you accept a letter of guarantee in lieu of a monetary deposit. We will advise you on a case-by-case basis if this should happen.

### The inventory

A comprehensive inventory provides an independent record of the condition of your property at the start and end of a tenancy. It forms the basis of any claim you may need to make on your tenant's deposit – the absence of an appropriately produced inventory may prejudice your claim or result in it being rejected completely.

Different arrangements are sometimes made where the tenant is a company rather than an individual – we will advise you accordingly at the time if this becomes relevant.

# Safety regulations

Landlords in the UK are required to adhere to stringent safety regulations designed to protect tenants from avoidable hazards. Hamptons International staff are given comprehensive training and have detailed knowledge of how to handle these risks, guaranteeing you peace of mind that your legal obligations have been fulfilled.

We would like to draw your attention to the following specific pieces of legislation, on which our staff can provide further advice and guidance.

## Gas and electrical safety

The Gas Safety (Installation and Use) Regulations 1998 stipulate that all gas appliances must be inspected annually by a Gas Safe Register - registered engineer. A valid Gas Safety Record must be issued each time and updated every twelve months. Non-compliance is a criminal offence with serious penalties.

The Electrical Equipment (Safety) Regulations 1994 require that electrical equipment, including wiring, is safe. A Portable Appliance Test (or more detailed full electrical inspection, if necessary) should be carried out regularly and all electrical testing must be conducted by a qualified and registered engineer.

## Additional recommendations

Although the law does not make specific provision for the following, Hamptons International recommends that additional (practical) precautions are taken by Landlords prior to the commencement of any new tenancy, as follows:

- **Smoke Alarms** should be installed on each floor of the property and, if not mains operated, batteries should be replaced regularly.
- **Carbon Monoxide Alarms** should be installed next to each gas appliance and batteries should be replaced regularly.
- A **fire blanket**, or small fire extinguisher (which may require servicing/ maintaining) should be provided in the kitchen.
- Potential safety hazards should be identified, assessed and improved upon wherever possible.

For example:

- All stairs should have suitable banisters
- All balconies/ terraces should be fitted with suitable balustrades
- All ponds should be covered with mesh or netting



**Fire and furnishings**

The Furniture and Furnishings (Fire) (Safety) Regulations 1998 state that it is a criminal offence to let premises with upholstered furniture that does not comply with the safety regulations. There are certain exemptions to note, but the penalties for non-compliance are tough. Further information and advice is available from your local Hamptons International office.

Items covered by the regulations:

- Furniture intended for private use in a dwelling, including children’s furniture
- Beds, headboards and mattresses
- Sofas, sofa-beds, futons and other convertibles
- Nursery furniture
- Garden furniture which is suitable for use inside
- Scatter cushions and seat pads
- Pillows
- Loose and stretch covers for furniture.

Most furniture purchased from reputable suppliers after 1988 should be labelled to indicate it complies with the legislation.

Items exempt from the regulations:

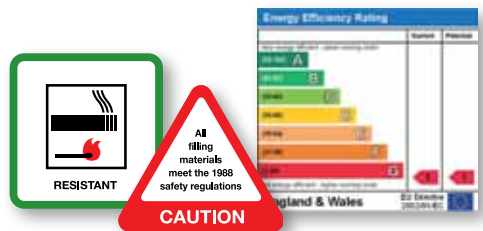
- Sleeping bags
- Bed linen (including duvets)
- Loose covers for mattresses
- Pillow cases
- Curtains
- Carpets
- Furniture made before 1950 and re-upholstered furniture made before that date.

**The Housing Health & Safety System (HHSRS) and Houses in Multiple Occupation (HMOs)**

Under The Housing Act 2004 there is a mandatory requirement for landlords of properties made up of three or more stories AND occupied by five or more people to have a licence issued by the local authority as these are viewed as Houses of Multiple Occupation (HMO). Certain local authorities also class smaller low occupancy properties as HMO’s and you should familiarise yourself with your local authorities policy. The HHSRS is the risk assessment system by which residential properties are assessed by local authorities. Certain HMO’s and other properties might be assessed under HHSRS at some point. Your local Hamptons International office will be able to advise.

**Energy Performance Certificate (EPC)**

From 1st October 2008, if you’re letting a property the law requires you to provide an Energy Performance Certificate (EPC) to prospective tenants. An EPC is a legal requirement for any new tenancies that begin on or after 1st October and details the energy performance of a property. It is carried out by an accredited Domestic Energy Assessor to ensure it meets all legal requirements and is valid for 10 years. Your local Hamptons International branch are able to advise you on the cost of an EPC and will be happy to arrange it for you.



# Consents to let

When letting a property, it is important that you inform any third parties who may have an interest in you doing so. These will usually include:

## Your property finance provider

You must advise your property finance provider if you have a loan on the property to be let and consent should be given in writing before the start of any tenancy.

Should you require any assistance in relation to your property finance needs, we are able to introduce you to a “whole of market” finance specialist through our preferred providers. Advice is based on in-depth, face-to-face interviews to ensure your adviser completely understands your situation in order to identify the most appropriate course of action thus enabling them to provide a tailored solution. Please contact your local Hamptons International office so we can put you in touch with your dedicated adviser or contact:

## Property Finance

t. **+44 (0)20 7220 1000**

e. [propertyfinance@hamptons-int.com](mailto:propertyfinance@hamptons-int.com)

Your home or property may be repossessed if you do not keep up repayments on your mortgage or any debt secured on it.

Property Finance is an introductory service and not a trading style or company of Hamptons International.

## Your insurance provider

Your current insurance provider may choose not to continue to insure a tenanted property or change the terms of cover. Even if you change provider, it is essential that you maintain full buildings insurance cover before, during and between tenancies. You will also need to maintain sufficient contents cover to protect your fixtures, fittings, furnishings (if appropriate) and electrical items at all times.

As you would expect from Hamptons International, we are able to assist you in relation to the various insurances that are available to protect your home and/or investment. Whether it be buildings insurance, contents insurance or landlords rent and legal protection, please speak to your local branch or our customer relations department who will be happy to explain what is available to you and how such covers can provide you with valuable “peace of mind” in addition to that which you would expect from Hamptons International.

## Client Relations

t. **+44 (0)20 7963 0614**

e. [clientrelations@hamptons-int.com](mailto:clientrelations@hamptons-int.com)

Hamptons International Insurance Services (HIIS) is a trading name of Hamptons International Mortgages Limited (HIML) who are directly authorised and regulated by the Financial Services Authority.

Hamptons International is a trading name of Hamptons Estates Limited which is an Appointed Representative of Letsure Limited. Letsure Limited are authorised and regulated by the Financial Services Authority.

### Your superior landlord

If the property is owned on a leasehold or share of freehold basis, you must check the head lease and/or management company permit lettings and ensure that the terms of any superior lease are adhered to.

You should have a copy of the lease prior to the commencement of any new tenancy and give Hamptons International a duplicate so that relevant clauses can be incorporated into your tenancy agreement.



# The Tax Service

Income from letting UK property is subject to UK income tax. If you live abroad we must retain tax on rents received unless you have been approved by HM Revenue and Customs (HMRC) to receive rent without tax deducted. In order to receive your rent gross you must complete the relevant paperwork and submit it to the HMRC before the start of the tenancy.

Visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for more information.

## The problem

Unless HMRC specifically tells us not to, as your agent we must deduct tax at the basic rate from the rent we collect, less certain expenses. We pay the tax deducted to HMRC on a quarterly basis. However, this is unlikely to be the most efficient use of your money.

## The solution

To receive your rental payment gross of income tax, a formal application must be made to HMRC. You will then have to submit annual tax returns showing details of your lettings income and expenses.

In conjunction with a specialist division of a chartered accountancy firm Optimus Tax Solutions, we offer a service to ensure that correct tax returns are submitted to HMRC and **that the performance of your property is as tax efficient as possible**. The firm we work with has considerable expertise in UK tax matters affecting non-UK residents, foreign domiciled individuals and companies investing in property outside their country of residence.

We will:

- Apply for exemption from tax deduction at source
- Receive all HMRC communications on your behalf
- Inform you of the amounts and due dates of any tax payments you need to make under the self-assessment rules
- Prepare rental accounts from your regular rental statements.

Each year we provide:

- An itemised income and expenditure summary
- Cash flow on your letting account, together with opening and closing balances held by Hamptons International
- Details of any tax deducted at source
- Completed self-assessment tax returns.

Our charges:

For our standard accounting and taxation service we charge a fixed fee for each tax year in respect of which we act.

- For a sole owner of a let property - £250
- For each additional joint owner - £100
- For each additional property, solely or jointly owned - £200

To discuss our tax service further and how it may be of help to you, please contact us on **+44 (0)1225 480588** or email [taxservice@hamptons-int.com](mailto:taxservice@hamptons-int.com)

### Premium lease and tax implications

Sometimes a tenant proposes a 'premium lease' where an up-front rental payment with a nominal rent known as a 'premium' is offered to the landlord. We always recommend that clients take careful legal and financial advice in these circumstances to establish whether this type of arrangement is beneficial from a taxation point of view.



Our advice is simple:

- Under no circumstances should you conceal property income from HMRC.
- If you are not a UK resident, ensure you apply to HMRC for rents to be received gross as early as possible. There is no advantage in delaying.
- Take steps to mitigate your tax liabilities by seeking professional advice from a reputable firm of accountants who will advise on income tax and capital gains tax issues.
- Retain all invoices for sundry expenses such as ground rents and repairs, and ensure that the nature of the work is clearly stipulated on the invoice.
- A good detailed inventory and record of damages must be drawn up at the beginning and end of each letting period. This may well avert a potential dispute over replacement costs which are allowable if no 'wear and tear' allowance is claimed.

### Capital Gains Tax

Under the current tax regime, non-resident landlords may be exempt from Capital Gains Tax. Clients should take advice as to their potential CGT status.

Example Tax Deductions for Landlords

- Interest on mortgage payments
- Depreciation
- Repairs to rental property
- Travel for rental activity
- Buildings and contents insurance
- Legal and professional services

# Comprehensive property management

Hamptons International offers you the benefit of over 90 years' management experience, providing a complete management solution whether you own one property or a portfolio, and whether you live right next door or on the other side of the world. In fact, many of our blue-chip corporate clients insist on our management service for their employees.

Your dedicated property manager will oversee your property through its letting cycle, from transferring utilities and organising safety checks to dealing with tenants' queries and your maintenance obligations during the tenancy.

## **Our property management service delivers total peace of mind.**

Benefits of Hamptons International property management service include:

- **A single point of contact** – Trained, professional and knowledgeable.
- **Pre-tenancy preparations** – we arrange all the preparation required to get a property ready to be let, including:
  - Gas Safety Check and Portable Appliance Test
  - Organise an EPC
  - Inventory report and check in
  - Professional cleaning
  - Arranging utilities
  - Necessary maintenance.
- **Clear and accurate statements** – produced as often as requested and with copies sent to your accountant if requested. A year-end tax reconciliation package is also available to help keep your finances in order.
- **Property visits** – two complimentary visits per year, plus the option of as many further visits as you would like. Each visit is followed up with a comprehensive written report.
- **Peace of mind, 24/7** – we know you have more important things to do than worry about your property, so we'll take care of any day-to-day problems.
- **Access to a wider range of highly experienced professional contractors** – vetted to the highest standards and monitored continually for value and service.
- **Negotiation of deposit returns** – we ensure the correct apportionment of the deposit at the end of a tenancy.
- **Key-holding service** – for your and your tenants' benefit.
- **Refurbishment Service** – to ensure your property is presented to attract the best tenants.

# Associated costs

There are a variety of costs that are the landlord's responsibility. Costs will vary depending on the size, age and location of your property. Those to bear in mind include:

- Inventory charges
- Professional clean (including steam cleaning of carpets and curtains)
- Key cutting (one set per occupant plus extra set for Hamptons International office)
- Furnishing (if applicable)
- Landlord's Gas Safety Record (usually organised by Hamptons)
- Portable Appliance Test (usually organised by Hamptons International)
- Tenancy agreement (usually prepared by Hamptons International)
- Renewal of gas/electrical safety certificates
- Property insurance costs
- On-going maintenance (usually arranged by Hamptons International Property Management)
- Agents' fees (for letting, renewal and property management)
- Vacant property management (usually via Hamptons International for periods between tenancies)
- Accountants' costs.
- Energy Performance Certificate



# Landlord's checklist

Below is a handy checklist for you to run through before letting your property. In addition, we recommend that you provide an information guide for you new tenants detailing utility suppliers, refuse collection, transport information, taxi firms, police station, and local schools, amenities, restaurants and leisure facilities.

## Consents to let

- Mortgage lender
- Freeholder (if applicable)
- Insurer

## Insurance

- Building insurance
- Contents insurance

## Mail

- Arrange for the redirection of your mail with the post office

## Accountant

- Employ the services of an accountant or tax advisor

## Safety regulations

- Landlord's Gas Safety Record
- Portable Appliance Test
- Fire and furnishing compliance
- Check smoke alarms and replace batteries
- Energy Performance Certificate

## Property maintenance

- Professional clean
- Chimneyswept
- Cesspit and septic tank empty
- Oil tank full
- LPG gas bottles full
- Arrange inventory

## Garden

- Organise a gardener

## Extra keys

- Front door
- Back door and other
- Outbuildings
- Windowlocks

## Appliance manuals

- Fridge/freezer
- Washing machine
- Tumble dryer
- Oven
- Microwave
- Dishwasher
- Central heating
- Boiler

## Utilities and bills

- Gas
- Electricity
- Water
- Council tax
- Telephone

## Tenancy details signed and returned to Hamptons

- Tenancy agreement
- Reference approval

# Contact details

## London lettings

### Barnes & Sheen

+44 (0)20 8876 3316

### Chelsea

+44 (0)20 7370 0774

### Chiswick

+44 (0)20 8987 8443

### City

+44 (0)20 7236 8399

### Clapham

+44 (0)20 7627 5888

### Dulwich

+44 (0) 20 7738 7622

### Fulham

+44 (0)20 7371 0299

### Hampstead

+44 (0)20 7431 4462

### Islington

+44 (0)20 7359 5675

### Kensington

+44 (0)20 7937 9372

### Knightsbridge

+44 (0)20 7584 2014

### Notting Hill

+44 (0)20 7034 0405

### Paddington

+44 (0)20 7723 0592

### Pimlico & Westminster

+44 (0)20 7834 7316

### Putney

+44 (0)20 8780 0900

### Richmond

+44 (0)20 8940 1199

### Sloane Square

+44 (0)20 7824 8242

### St John's Wood

+44 (0)20 7722 2131

### Tower Bridge

+44 (0)20 7407 3172

### Wimbledon

+44 (0)20 8944 1301

## Country lettings

### Alton

+44 (0)1962 853046

### Banbury

+44 (0)1295 277882

### Beaconsfield

+44 (0)1494 671511

### Brighton & Hove

+44 (0)1273 737777

### Buckingham

+44 (0)1295 277882

### Caterham

+44 (0)1883 345255

### Cheltenham

+44 (0)1242 263559

### Cirencester

+44 (0)1285 689048

### Dorking

+44 (0)1306 519023

### Epsom

+44 (0)1372 734950

### Esher

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### Farnham

+44 (0)1252 308601

### Gerrards Cross

+44 (0)1753 880559

### Godalming

+44 (0)1483 299567

### Great Missenden

+44 (0)1494 619188

### Guildford

+44 (0)1483 577577

### Haywards Heath

+44 (0)1444 419130

### Henley-on-Thames

+44 (0)1491 412047

### Horsham

+44 (0)1403 839053

### Maidenhead

+44 (0)1628 675881

### Marlborough

+44 (0)1672 514877

### Marlow

+44 (0)1628 675881

### Newbury

+44 (0)1635 582212

### Oxford

+44 (0)1865 723557

### Painswick

+44(0)1452 899138

### Rickmansworth

+44 (0)1923 896444

### St Albans

+44 (0)1727 890780

### Stroud

+44(0)1453 569058

### Sunningdale

+44 (0)1344 873081

### Weybridge

+44 (0)1932 690098

### Winchester

+44 (0)1962 853046

### Windsor

+44 (0)1753 867800

## Additional services

### Hamptons International Head Office

+44 (0)20 7758 8488

### Asset and Investment Management

+44 (0)20 7758 8435

### Client Relations

+44 (0)20 7963 0614

### Corporate Services

+44 (0)20 7584 2222

### Interior Solutions

+44 (0)20 7220 0099

### Sales, Developments and International

+44 (0)20 7233 7560

### Hamptons International Mortgages Limited

+44 (0)20 7220 1000

### Hamptons International Insurance Service

+44 (0)17 901 5577

### Tax Service

+44 (0)20 1225 480588

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