



Your Essential Property Set Up Guide

The 'Essential Property Options Guide' To
Setting Up Your Next HMO or Serviced
Accommodation Property

2021





Congratulations

- Congratulations on your new (or soon to be new) property purchase and pleased to hear you are considering HMO or Service Accommodation as your strategy of choice.
- The team at Essential Property Options have put this guide together on how to prepare your property for rental. The guide applies to both a new property that you have just renovated/converted or an existing HMO/SA that is already up and running.
- In our **'5 Steps To Set Up Success'**, we cover everything from snagging, furnishings and photos through to utility bills, licenses and compliance.
- There is quite a lot to consider..... However, the good news is you don't need to do it all yourself. A good letting agent will help you with most of the points raised and if you are working with **Essential Property Options** then we are here to help you with it all.

Step 1. Finishing, Furniture & Soft Furnishings

- Often when the builder says they are finished they are not always truly finished. Make sure your property is snagged for any final repairs and completed by the builder before preparing for rental. Photos and videos from your builder or a visit from your property manager is needed to be 100% sure that all works are complete.
- Check the delivery time for your bedroom furniture, lounge furniture and kitchen appliances to ensure this works in with your refurb completion so you are not waiting for deliveries.
- Don't forget to fully clean & dress your property, we don't want it to look naked 😊



Bedroom Furniture

- In a competitive market place, the look and feel of your property is important. This is to ensure potential enquiries are attracted to the property online and then continue to enjoy their stay in the property once moved in.
- There are many different furniture suppliers that can supply all your furniture for the property with one delivery and we can make recommendations if needed.
- Consider the most suitable furniture combinations for the property based on the size and layout of the rooms and consider TVs where you can as a fantastic selling point in the rooms.
- We suggest opting for a pack with desk and chair (space permitting) to allow for tenants and guests to work from home.



Soft Furnishings

- Don't leave your property naked 😊
- Remember to stage and add Pillows, Duvet, Bed Linen, Scatter Cushions, Coloured Blanket, Bed Side Lamp, Main Lamp Shade, Shelving, object d'art, Wall Art, Mirror and more...



Lounge

Lounge check list

Sofas & Chairs, Coffee Table, Dining Room Table & Chairs, Wall Mounted TV, Rug, Scatter Cushions, Lamp, Lampshade, Wall Art, Shelving and Object d'art



Kitchen & Bathroom

Kitchen Check list

Pan Set, Tumbler Glasses, Cutlery Set, Crockery Set, Mugs, Knife Block Set, Utensil Set, Can Opener, Bottle Opener, Potato Peeler, Oven Tray, Wooden Chopping Board, Kettle, Toaster, Iron, Ironing Board, Vacuum Cleaner, Bin, Dustpan and Brush, Microwave, Tea Towels, Cleaning products.

Don't forget noticeboard and fire blanket for compliance!

Bathroom Check List

- Bathrooms don't tend to need much however there are essentials that are not always included within the refurbishment.
- Mirror above sink, loo roll holder, towel rail, loo brush, bin, robe hooks, artwork, shelves for toiletries.





Don't Forget Gardens

- We don't recommend spending a fortune on your gardens however they should be clean and tidy with good curb appeal.
- On a similar subject, make sure you have both regular bin and recycling bin ready and stored in the right place.
- And why not finish off with a nice sign or number for the front door.





Step 2. Photos, Videos & Tours

- Professional media is key for strong marketing across all online platforms and we would recommend;
 - Professional photos (low res and high res)
 - 360 Photos or Virtual Tours
 - Video
 - Floor Plan
- We recommend the property is staged and perfectly ready for the photographer to capture the property looking its best.



Step 3. Utilities

- As the owner of the **'all bills included'** property you are responsible for providing and paying for gas, electric, water, council tax, WIFI & TV Licence.

Gas & Electric

- Every property will have a gas meter and electric meter usually located on the ground floor of the property towards the front of the building. You will need to take meter readings the day you purchase the property and set up accounts in your name with your preferred supplier. Please ensure you are not paying any of the previous owners bills.
- If you have an 'old-fashioned' top up meter then you will want to upgrade to a new smart meter with your supplier which means you can easily measure the usage and pay the suppliers monthly or quarterly.
- We recommend a smart thermostat to control the gas central heating with pre-agreed settings to avoid abuse. An 'Inspire' thermostat is a very good option in our experience.



Utilities Continued

Water

- Some properties will have a water meter however either way you must contact your local water supplier and set up an account for the property usage and pay the suppliers monthly or quarterly.

WIFI & TV Licence

- WIFI is more important than oxygen 😊 Always provide the best WIFI speed and package in the areas as this is an important service and most complained about if not suitable. If you are providing a TV then a licence is required and can be paid for online.

Council Tax

- For an HMO or SA, you are responsible for paying the council tax each month. An account needs to be set up in your name from date of purchase.



Step 4. Compliance

- **Licensing, Planning & Compliance**
 - Check if your property falls within any selective licence or HMO licensing criteria and make the necessary applications.
 - All HMOs with 5 people or more will require a **HMO license** obtained from your local authority. Your local authority website will provide the application form and process.
 - All HMOs with 7 or more people requires **planning permission** granted from the local authority as does an HMO under 7 people if there is an **Article 4** direction in place.
 - When preparing your house for rental, please ensure that you have the required **certificates** (those that applicable to your building). If not, don't panic, they can be organised by your letting agent and their contractor partners.
 - ****Check out episode 7 & 8 of The Essential Property Podcast for more information on compliance****

GAS SAFETY RECORD

Some of the checks and tests required by The Gas Safety (Installation and Use) Regulations. Some of the outcomes are appropriate. Unless specifically recorded no detailed inspection of the flue lining, construction or integrity has been carried out. Flue gas pressure test details can be checked at www.gassaferegister.co.uk or by calling 0800 408 5500.

Appliance Details

Location of	Type	Manufacturer	Model

Inspection Details

Operating pressure in and/or input Btu/h	Operation of safety device(s) Pass/Fail/NA	Ventilation satisfactory Yes/No	Visual condition of chimney flue and termination Pass/Fail/NA	Chimney/Flue operation checks Pass/Fail/NA	Combustion analyser reading (if applicable)	Appliance serviced Yes/No

Identified	GIUSP eg. AF

Action Taken
numbering should correspond to defects above.

Record issued by: Signature _____
Print Name _____
Received by: Signature _____
Date appliance(s)/flue(s) checked _____

Important Documents For Rental

Gas Safety Certificate
Annual Renewal

Electrical Safety Certificate
5 Year Renewal

EPC Certificate
10 Year Renewal

Smoke Alarm Installation
Best Practice Yearly

Emergency Lighting Installation
Best Practice Yearly

PAT Test
Best Practice Yearly



Step 5. Management & Strategy

Choose a specialist
HMO or SA agent

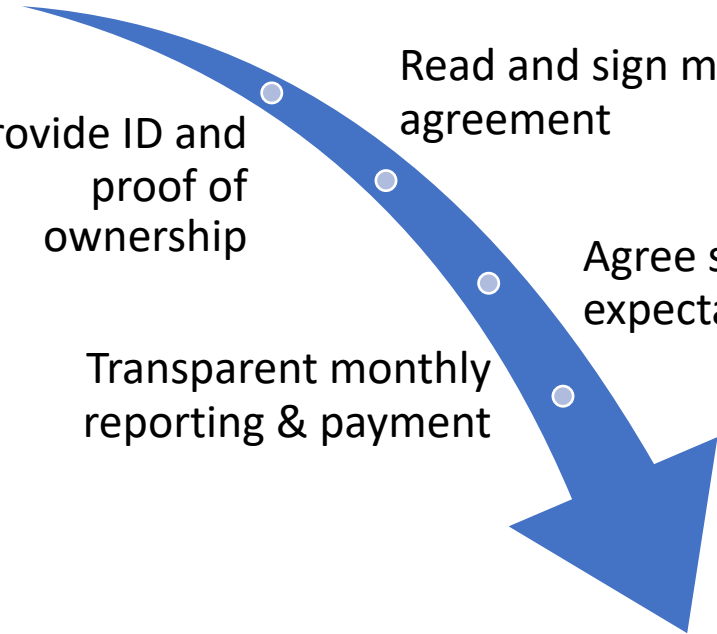
Provide ID and
proof of
ownership

Read and sign management
agreement

Agree strategy &
expectations

Transparent monthly
reporting & payment

Fill rooms and generate
income





Thank You

We can help you in Stoke on Trent, Newcastle Under Lyme & Crewe with:

Full HMO & SA Management

Photography, 360 Tours, Video & Floor Plan

Full house furniture installation

Full house soft furnishing & staging

Utilities, Licensing & Compliance advise

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