



## Information Pack

### Registration

Following a property inspection for suitability, the Open Accommodation Bureau ("OAB") will notify you by e-mail a rental price for your property.

Once we have notification from you by e-mail and are in receipt of your signed Terms of Business we will then place your details on the official Open Accommodation website, [www.stayattheopen.com](http://www.stayattheopen.com)

The Landlord will then be issued with a unique reference code which should be quoted in all correspondence with us.

Upon receipt of your **Landlords Terms of Business** we will liaise with any potential tenants on your behalf and will handle the payment of rental fees and security deposits.

### Letting Period and Tenancy Agreement

The standard letting period is from midday on the Saturday before the event to midday on the Tuesday after the event. The exact rental period will be agreed with each tenant at the time of booking, but is likely to be between 7 and 11 days.

The Tenancy Agreement must be signed by both the Tenant and Landlord and sets out the terms and conditions of the rental. The term stated in the tenancy agreement may be extended with the mutual agreement of both the Landlord and Tenant.

### Bookings

The Tenant will be required to pay a rental fee as well as a sum equal to 25% of the rental fee by way of a refundable security deposit at the time of booking. The additional full gross rental payment of

100% must be paid 60 days before the event.

For Properties booked less than 60 day prior to the event, Tenants will be asked to pay the security deposit and the total rental fee at the time of booking.

### What does the Rent include?

The Rent agreed will **include electricity and gas or oil consumed during the period of occupancy**. It also includes the telephone rental and broadband, local council tax and insurance of the property. The Tenant will be responsible for the cost of any calls or charges on the telephone account, movie download or similar via the television and any charges for internet download which exceed in total £10.

Owners must supply us with a fully itemized telephone bill for the letting period within 14 days after the end of the tenancy. Any monies for which it has been agreed the tenant is responsible for will be taken out of the security deposit.

### Your payment

When we are in receipt of the FULL rental fee and security deposit from the Tenant, prior to the event the Landlord will be paid 60% of the agreed rental fee, less our fee, plus VAT. The remaining 40% will be paid to the Landlord no later than 28 days after the Tenant's departure. This is subject to the OAB being in receipt of **valid Landlord Gas Safety Certificates and Electrical safety certificates and written confirmation of the insurers of the property**.

### Cancellations

A tenant is entitled to cancel the Tenancy Agreement prior to 60 days before the event



on forfeiture of the 25% security deposit. This will then be payable to the owner, less our fees, subject to VAT.

Should the tenant cancel less than 60 days before The Open and full payment has been received, only the security deposit will be returned to the tenant. The rent is forfeited in full and will be paid to the property owner less our fees plus VAT.

If, however, the property is re-let, we shall return the rental less our standard fees plus VAT.

The owner will only be entitled to cancel in the event of causes beyond his or her control, such as fire, war, or in the event of a death or serious incapacity of the owner or his family.

### **Safety**

It is extremely important that the property meets all relevant legal standards. We have set out brief details of some of the relevant laws below. This information is given without liability. It is up to each landlord to ensure that he or she understands the relevant legal obligations and seeks independent advice as appropriate. Each property has to demonstrate compliance to the following legislation:

### **The Gas Safety (Installation & Use) Regulations 1998**

These regulations came into force on 31 October 1998 – they relate to all gas appliances, fittings, pipe work and installations, fixed or portable, be they mains, propane or butane gas. The Landlord must for the purpose of this short term let ensure that a valid and current Landlord's Gas Safety Certificate is in place and provide OAB with a copy of the document before the letting period.

### **The Electrical Equipment (Safety) Regulations 1994**

These regulations cover all mains voltage household electrical items and require that the supplier of such goods ensures that they are safe. This will include flexes, correct fusing and plugs. Prior to any tenancy it is recommended that the portable appliances supplied should be checked by means of a PAT test from a suitably qualified contractor.

Industry guidelines specify that electrical circuitry should be tested every five years – the Landlord should verify themselves as to the soundness and safety of the electrical installation.

### **The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (Amendment 1993)**

It is an offence to supply any furniture as part of a letting unless it meets the cigarette, match and ignitability tests. Furniture manufactured prior to 1950 is not covered by the regulations. Any furniture manufactured after March 1990 is likely to comply. Should furniture not have the relevant compliance labels affixed/sewn in, then a signed statement will be required from each individual landlord confirming compliance and that documentary proof of purchase can be provided if requested. A copy of this should be registered with us. The regulations apply to sofas, beds, mattresses, headboards, garden furniture where it is suitable for indoor use, scatter cushions, pillows and covers. The regulations do not apply to carpets, curtains, towels or bedclothes.

### **Smoke Detection**

It is recommended that at least two portable smoke detectors are fitted and a fire extinguisher and fire blanket are easily accessible in the kitchen.



## The Smoke Detection Act 1991

This act requires that all new houses that have been built since 1992 must by law have a smoke detector installed; minimum requirement being one smoke alarm on each level of the building. As the Landlord you are liable to ensure they work.

## Alarms

Clear information should be left for your tenants if you have an alarm system which you wish to be kept active. Information on contact names in the case of a problem should be left in the "Home Information Pack".

## Key Holder

For the Let, there must be a designated key holder and point of contact. This can be yourself or a designated person. If there is no assigned point of contact, in the unlikely event that there is a problem, OAB will charge a call out fee of £50.00 with a charge of £25.00 per hour thereafter.

## Tenant's Arrival and Departure

Your tenant's approximate arrival time will be advised closer to the rental's commencement. Unless there is a key safe at the property, you or a designated key holder will be required to meet the tenant upon arrival to show them the property.

For the tenant's departure, if you will not be at the property, please inform your tenant where they are to leave the key, e.g., key safe, through the letterbox, in plant pot, under mat, etc.

## Inventory

It is advised that a Schedule of Condition / Inventory is prepared which can be given to the tenant on arrival. **Please remove all heirlooms, valuables, breakable items and store safety.** Payment for any damage caused during the rental can be retained from the

security deposit subject to consent from both parties. We would require a cost for replacement or repair in writing from the Landlord within seven (7) days of check out.

## Telephone Charges

Please contact your telephone service provider to arrange that your bill for calls during the period of the rental be itemized. A copy of the bill should be sent to our offices within 14 days of the end of the occupancy, so that the amount due can be deducted from the refundable deposit. The line rental for the period is included in your gross rental charge.

## In Case of Emergencies

Should we be unable to contact an owner or key holder during the period of the left, and an emergency occurs, we reserve the right to carry out contingency repairs, to make good the property for the remainder of the rental.

## Insurance

Public Liability Insurance is required for the period of the left, for at least £2,000,000 for any one incident, in addition to your building and contents cover. A copy of your policy must be placed with the OAB prior to the let of your property.

## Insurance Cover

You must advise your buildings and contents insurer of your intention to let the property and ensure that you have adequate insurance cover put in place.

In addition to building and contents cover, you must put in place public liability insurance cover of at least £2,000,000. Insurance should also cover damage to your contents.

## Property Presentation



## Checklist of Requirements:

1. Fresh and clean decoration both inside and outside.
2. The Property must be immaculately presented, fully clean with beds made up. All kitchen appliances clean and in full working order. Sitting rooms and dining room should have adequate seating to accommodate the maximum number of guests.
3. All beds must be made up with good quality linen and a set of towels provided for each occupant.
4. An additional set of bedding and towels is to be provided.
5. All mattresses should have mattress covers fitted.
6. At least one wardrobe provided for each bedroom together with chest of drawers.
7. Toys and clutter should be tidied away with all children's bedrooms left tidy.
8. Freezer space should be left available, with owners provisions clearly marked.
9. Refrigerator left spotlessly clean and empty.
10. Dry provisions cupboards must be left clean, with areas cleared for tenants to store food.
11. Any areas of storage for owner's property should be clearly marked and locked.
12. Any valuable or irreplaceable items should be removed or stored in a locked area.
13. One television should be provided for each property and must be in good working order.
14. **Wi-Fi is mandatory.** Adequate provision should be made for Top up Internet.
15. A "Home Pack" must be provided, and prominently displayed in the house. This should include information on all the instructions of the electrical and gas appliances throughout the property together with the tradesmen you use in case of emergencies together with refuse collection days and the collection point.
16. In the "Home Pack" alarm and Wi-Fi codes should be included together with TV instructions.
17. Parking Permits: if your property requires a permit, please make the necessary arrangements.
18. A set of keys should be retained by the Landlord.
19. We recommend contracting SKY SPORTS during The Open.