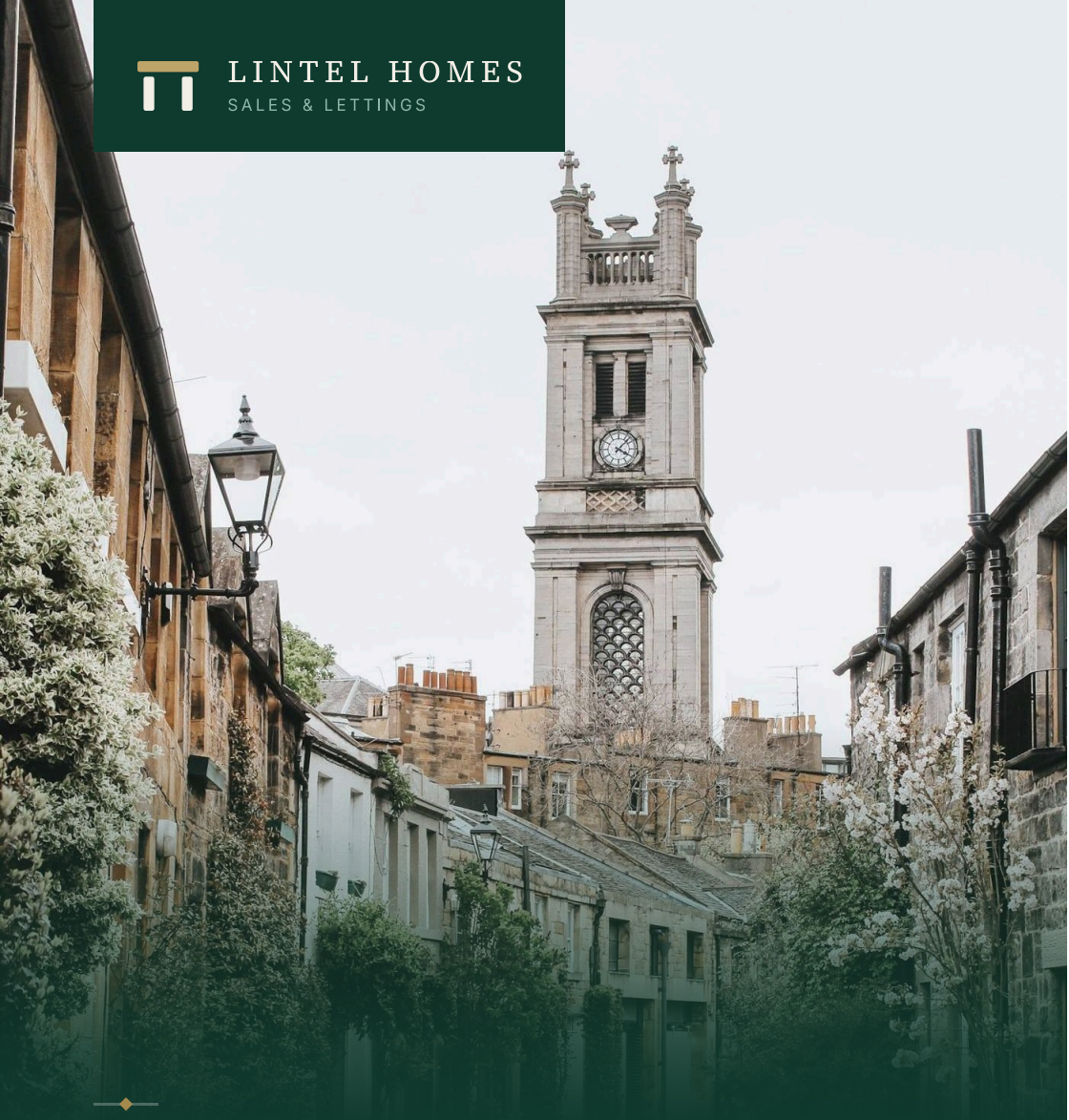
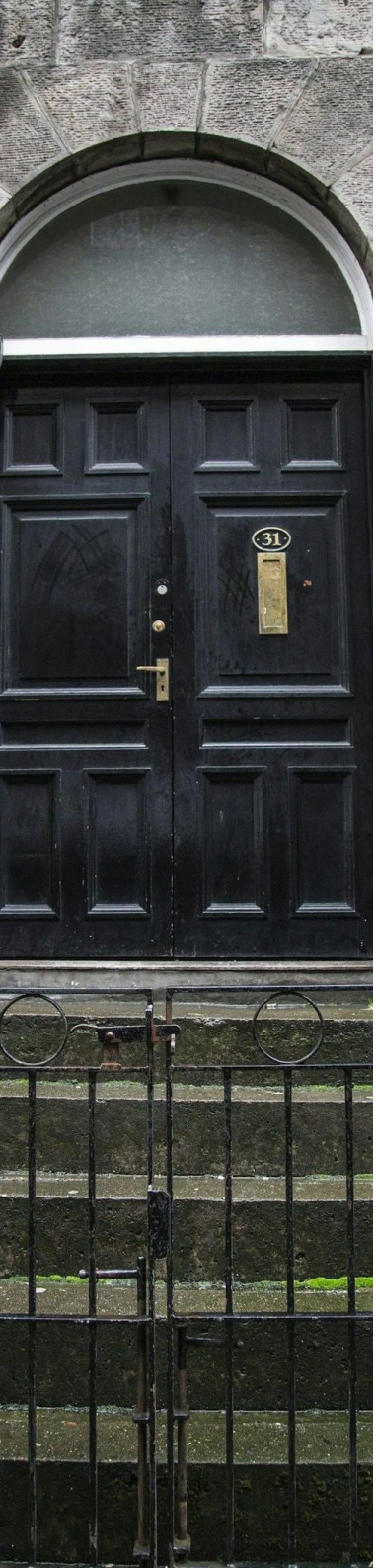
LINTEL HOMES
SALES & LETTINGS



Letting your property

A landlord's guide for Edinburgh and the Lothians



IN THIS GUIDE

What we do for a landlord, and what it costs

Lintel Homes is an independent estate and letting agent in Edinburgh and the Lothians. We let and manage homes for private landlords, sell homes, and advise on property bought to let.

This guide sets out our two lettings services and every fee attached to them, what Scots law asks of a landlord, and how a let runs from the first valuation to the day your tenant moves in.

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WHY LANDLORDS INSTRUCT US

Five things you can hold us to

1 Every fee published

Two services and one schedule, the same for every landlord. The fees in this guide are the fees on our website and the fees written into your terms of business before you instruct us.

2 Nothing to pay until your property is let

We charge no upfront fees. There is no fee for instructing us, for marketing your property or for finding your tenant until the tenancy begins, and under Full Management our fees come out of rent we have collected. If we do not let your property, you pay us nothing.

3 A person who knows your property

You deal with someone who has been inside it and knows the tenancy. We reply to calls and emails within one working day.

4 Your money kept apart, and protected

Rent and deposits sit in a client account, separate from ours, reconciled monthly and covered by Propertymark Client Money Protection. Rent is paid over by the 5th of each month with a written statement.

5 Registered, insured and answerable

A registered letting agent (LARN2610004), a member of The Property Ombudsman and of Propertymark, with professional indemnity insurance in place.



OUR SERVICES · I

Let Only

LET ONLY FEE

£500 + VAT once

£600 including VAT

Payable on the day the tenancy begins, and only if we let your property. Charged once, not for as long as the tenant remains.

We find the tenant, carry out the checks and put the tenancy in place. From the day it starts, the property is yours to run.

INCLUDED

- Rental valuation, with recent local lets evidenced
- Professional photography, floorplan and To Let board
- Advertised on lintelhomes.co.uk and sent to our registered applicants
- Accompanied viewings, Saturdays included
- Referencing on every applicant, included in the fee
- Private Residential Tenancy drawn up on the Scottish Government model
- Inventory and schedule of condition, written and photographed
- Deposit collected and lodged with an approved scheme within 30 working days
- Guidance on landlord registration with your local authority

OUR SERVICES · II

Full Management

MANAGEMENT FEE

10% + VAT

of rent collected; 12% of the rent including VAT

LETTING FEE

£200 + VAT

from the first month's rent; £240 including VAT

We let the property and then run the whole of the tenancy for you: the rent, the paperwork, repairs, safety compliance, inspections and everything that follows from them.

EVERYTHING IN LET ONLY, AND

The whole of Let Only, carried into this service

- Rent collected monthly and paid over with a written statement
- Arrears chased from the day they arise, and escalated
- Annual rent review, with the rent-increase notice served correctly
- Repairs handled end to end, with contractors billed at their own price
- The Repairing Standard maintained and evidenced
- Gas safety annually and an electrical report every five years
- EPC, interlinked smoke and heat alarms, and legionella assessment tracked
- Property inspections with a written photographic report
- Utility and council tax notified at every change of tenancy
- Emergency line outside office hours
- Notice to Leave prepared and served on the correct statutory ground
- First-tier Tribunal applications prepared and lodged
- Check-out inspection, deposit return agreed, and adjudication handled if it is disputed
- Year-end statement for your tax return

SCHEDULE EFFECTIVE 11 NOVEMBER 2026

Our fees on one page

Our fees are shown before VAT. VAT at 20% is added to each one. The amount with VAT is shown under each service fee.

Let Only Once, on the day the tenancy begins. Nothing if we do not let the property.	£500 + VAT £600 including VAT
Full Management: management fee Of rent collected, deducted as the rent arrives.	10% + VAT 12% of the rent including VAT
Full Management: letting fee From the first month's rent, each time we let the property.	£200 + VAT £240 including VAT

Additional charges

Tenancy renewal Where a new agreement is drawn up with the same tenant	£200 + VAT
Vacant property management Between tenancies, while a property we manage stands empty	£200 + VAT a month
Non-resident landlord scheme Tax withheld from the rent where HMRC requires it, the quarterly returns to HMRC, and your annual certificate of tax deducted	£15 + VAT a month
Attending court or the Tribunal Per hour, including travel and waiting time	£50 + VAT an hour
Work not listed on this page Insurance claims and loss adjusters, deposit adjudication submissions, waiting at the property for an engineer, or anything else you ask us to attend to	£50 + VAT an hour

Costs passed on

Safety certificates Gas, electrical, EPC, legionella	At cost + £30 + VAT to arrange
Landlord registration Local authority fee, if we lodge it for you	At cost

Additional charges arise only where you instruct the work in writing, apart from the non-resident scheme, which the law puts on whoever collects your rent. Every fee is the landlord's to pay: none of it may be charged to a tenant. The fees in your signed terms of business are the fees you pay, whatever is published later.



WHAT THE LAW ASKS OF A LANDLORD

Before you let

Scotland's rules for private lets are its own. These are the ones every landlord meets, and we check each of them with you before a property is advertised.

Landlord registration

Every private landlord must register with the council for each area where they let, and renew every three years. The number goes in every advert. Letting while unregistered risks a fine of up to £50,000. We check yours before marketing and can help you apply.

The tenancy

Almost every new let is a Private Residential Tenancy. It has no fixed term and no end date: it runs until the tenant gives notice, or the landlord ends it on one of the statutory grounds by Notice to Leave.

The deposit

No more than two months' rent, lodged with an approved scheme (SafeDeposits Scotland, Letting Protection Service Scotland or mydeposits Scotland) within 30 working days of the tenancy starting, with the prescribed information given to the tenant.

No fees to tenants

Charging a tenant anything beyond rent and a refundable deposit is unlawful in Scotland. Referencing, the inventory and the tenancy agreement are the landlord's cost, and are part of both our services.

Rent increases

The rent can rise no more than once in twelve months, and only by the statutory notice, giving the tenant three months. A tenant can refer an increase to Rent Service Scotland.

Your lender and your insurer

A mortgaged property needs the lender's consent to let. Buildings insurance is yours, on a policy that knows the property is let; the tenant insures their own belongings.

WHAT THE LAW ASKS OF A LANDLORD

The property itself

What a rental home must have in place on the day a tenant moves in, and for as long as they stay.

The Repairing Standard

From the first day and throughout, the home must be wind and watertight and fit to live in, with its structure, its water, gas, electrical and heating installations, and anything you provide, in repair and safe working order. A tenant can apply to the First-tier Tribunal if it is not.

Energy Performance Certificate

A valid certificate before the property is advertised, with the rating shown in the advert. A certificate currently lasts ten years.

Gas safety

Where there is a gas supply, a Gas Safe registered engineer checks every appliance and flue each year, and the tenant is given the record.

Electrical safety

An Electrical Installation Condition Report at least every five years, and a portable appliance test of anything electrical you provide.

Smoke, heat and carbon monoxide alarms

A smoke alarm in the room most used for daytime living and in every hall and landing, a heat alarm in every kitchen, all ceiling mounted and interlinked. A carbon monoxide alarm wherever there is a boiler, fire, stove or flue.

Legionella

A risk assessment of the water system by a competent person, with anything it finds put right, and looked at again when the system changes.





WHAT THE LAW ASKS OF A LANDLORD

Money, buildings and disputes

The parts of letting that sit around the tenancy: tax, the building the property is in, and where a dispute is decided.

Tax on the rent

Rent is taxable income, and the monthly statements and the year-end summary we send are what your accountant will ask for.

If you live outside the UK

HMRC's Non-Resident Landlord Scheme makes whoever collects your rent withhold basic-rate tax unless HMRC has approved you to receive it in full. Under Full Management we run the scheme for you (£15 + VAT a month).

Flats and shared buildings

Check your title and your factor's terms for anything that restricts letting or a To Let board, and tell the factor who manages the property.

Houses in multiple occupation

Three or more unrelated tenants sharing a kitchen or bathroom make the property an HMO, which needs a licence from the council before it is let that way.

If something goes wrong

Disputes about evictions, rent and repairs go to the First-tier Tribunal for Scotland (Housing and Property Chamber), not the Sheriff Court. Under Full Management we prepare and lodge applications for you.

What we track for you

Under Full Management every certificate has its expiry date on your property's record, and the renewal is arranged before it lapses, at the contractor's invoice and our flat fee to arrange.

HOW A LET RUNS

From valuation to move-in

1

A free rental valuation

We visit, and put the rent we would let it at in a letter, with the lets nearby that it rests on and our fees beside it. No obligation follows.

2

Choose a service and sign the terms

You start online at lintelhomes.co.uk/landlords/get-started and get a private page to follow everything on. The terms of business are signed there, with your fees written in. Nothing is agreed until you sign.

3

The papers a let needs

Registration, the certificates and the alarms are checked against what you hold, and anything missing is arranged before the property is advertised.

4

Marketing and viewings

Photographs and the floorplan, the listing for your approval, then accompanied viewings, Saturdays included. You hear what every viewer said.

5

References and the tenancy

Every applicant is referenced, you choose your tenant, and the Private Residential Tenancy is drawn up and signed by everybody.

6

Move-in

The inventory is written and photographed, the deposit lodged with an approved scheme, and the keys handed over. Under Let Only the property is then yours to run; under Full Management we carry on from here.



BEFORE YOU BUY

Buying a property to let

Start from the rent. Every sum in a purchase follows from what the property lets for. Before you offer, we will put that figure and the lets behind it in a letter, free, so the yield you are buying is one somebody has to stand behind.

Count the tax on the way in. A second home or a property bought to let pays the Additional Dwelling Supplement, 8% of the whole price on a purchase of £40,000 or more, on top of Land and Buildings Transaction Tax.

PURCHASE PRICE	LBTT	ADS AT 8%	TAX TO PAY
£135,000	£0	£10,800	£10,800
£150,000	£100	£12,000	£12,100
£200,000	£1,100	£16,000	£17,100
£250,000	£2,100	£20,000	£22,100
£300,000	£4,600	£24,000	£28,600

Rates from Revenue Scotland, checked 10 November 2026. Examples for one buyer of one home; your solicitor works the figure for your purchase.

Then the condition. The age of the boiler, the wiring and the windows decide what the first year costs. A property that already meets the Repairing Standard is worth more to a landlord than its asking price shows.

And the paperwork. A buy-to-let mortgage, landlord registration and the certificates on pages 7 to 9 all need to be in hand before a tenant can move in. We can have the property advertised the week you get the keys.



Ask us for a rental valuation

It is free, it comes in a letter with what it rests on, and nothing follows from it unless you want it to.

PHONE	+44 131 381 3500
EMAIL	lettings@lintelhomes.co.uk
ONLINE	lintelhomes.co.uk/landlords
OFFICE	93 George Street, Edinburgh EH2 3ES
OPEN	Monday to Friday, 9:00am to 5:00pm

LINTEL HOMES
SALES & LETTINGS

Schedule of fees effective 11 November 2026, published in full at lintelhomes.co.uk/landlords/fees. Lintel Homes Ltd, registered in Scotland SC898566. Letting agent registration LARN2610004. VAT registration GB 526818078. Client money protected by Propertymark Client Money Protection (member C0142635). Member of The Property Ombudsman (T14765-0). Complaints: lintelhomes.co.uk/complaints.