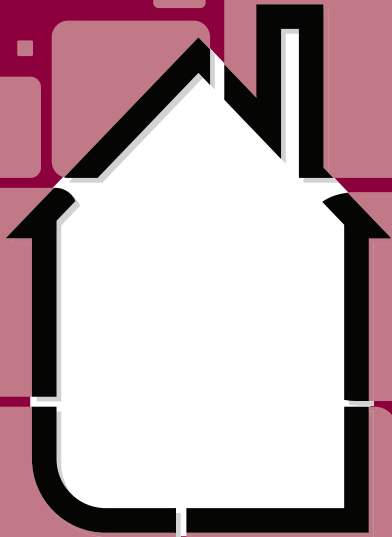


# Private Sector Leasing

Crawley Borough Council



## Information for Landlords

## Leasing properties from private landlords to provide homes for families in housing need

Crawley Borough Council's Private Sector Leasing scheme can offer you freedom from the headaches of property management.

The council is looking to take on privately owned homes with long term leases of between three and five years.

The scheme gives owners a regular guaranteed income from their property while helping the local community by providing accommodation for families in housing need.

The council offers a full management service to give owners peace of mind, knowing their property is in safe hands while earning a steady income.

At the end of the lease the property will be returned in good repair (accounting for fair wear and tear).

### The lease

This is the legal agreement between the owner and Crawley Borough Council. It sets out the terms of the leasing agreement and defines responsibilities.

Under this agreement owners will lease the council their property for the agreed period and we will be responsible for paying owners' rent and managing the property.

### Homes we want

We are mainly interested in two and three bedroom properties in all areas of Crawley. We will consider some smaller and larger properties, so please contact us for further information.

The property must be:

- In Crawley
- Self-contained
- In a good state of repair, safe and secure (meeting Decent Homes and Housing Health and Safety Rating System)
- Unfurnished (appliances other than built-in cookers will need to be removed)
- In a reasonable state of decoration throughout
- Able to pass gas and electrical safety checks and have an asbestos survey, if the property doesn't already have them (we can help with this).

## What the scheme can offer:

### Lease set-up package

We will carry out (at no cost to you) gas and electrical safety checks, an asbestos survey and obtain your EPC (Energy Performance Certificate) before the start of the lease to enable the property to join the scheme.

### Rent

The rent payable under the scheme would be less than market rent but it is guaranteed and there are no management fees.

We will:

- Pay you a guaranteed rent during the term of the lease – regardless of whether the property is occupied or not
- Pay your rent monthly in arrears via a BACS (direct) payment straight into your bank account.

### Management

Once you lease your property to the council, all management issues will be dealt with by the

PSL Officer. These include the collection of rent, the management of the tenancy and obtaining vacant possession at the end of the lease. You will not be involved in the day-to-day management of the property.

We will:

- Carry out regular property inspections on at least a six months basis
- Take over the gas, electric, water, sewerage and Council Tax accounts
- Find occupants for the property and make sure they abide by the terms of their tenancy agreement
- Carry out an annual gas safety check – at no cost to you
- Provide you with a three star service to keep gas central heating working
- Guarantee full vacant possession at the end of the lease.

Regular property inspections by the PSL Officer should ensure that the standard of your property does not drop. However, if there is any damage caused by the council's tenants during the lease, this will be repaired by the council at no cost to you (excluding fair wear and tear).

## Maintenance and repair

### Letting and safety standards

We need to make sure the properties we lease meet the decent homes standard and comply with the Housing Health and Safety Rating System (HHSRS).

Safety, repair and amenities are the council's main concern. The following is a guide to the minimum standard we would expect from a property:

- Structurally sound and stable with clear exterior guttering and drainage
- Doors and windows should be in good repair and able to open and close easily
- Adequate lighting and ventilation
- Fixed heating (ideally gas central heating or economic fixed electric heating)
- Sensible kitchen layout with appropriate units and plumbing, including space for a washing machine
- Hot and cold water supply to the property with all taps in good working order. The toilet should flush properly and, if present, the shower needs to work correctly
- Efficient and effective drainage systems both inside and outside the property

### The lease

The lease will be between you as the property owner and Crawley Borough Council.

The lease period will be agreed with you but will be no less than between three and five years. Upon expiry of the lease there will be an option to renew, although this will depend on the consent of both parties, taking the council's property requirements into account.

Before you sign the lease you may wish to obtain independent legal advice and we will be happy to provide you with a draft copy of the proposed lease on request.

- Lockable loft hatch unless the water tank is in the loft
- All curtain tracks and poles safely secured including shower curtains
- Bannister rails and any shelves securely fixed
- Vinyl floorings to kitchen and bathrooms should be secured at room entrances with a metal strip
- Access point for television services (TV Aerial and point or cable TV supply point)
- Safe, properly fenced garden areas with secure and undamaged patio slabs, pathways and garden steps
- Empty, clean and in good decorative order
- Able to pass gas and electrical safety checks and have an asbestos survey if the property doesn't already have them (we can help with this).

NB. Acceptance onto the council's Private Sector Leasing Scheme does not exclude you from any potential future action under the Housing Health and Safety Ratings System or any other action demanded by the Council's Environmental Health/ Private Sector Housing Team who enforce Private Sector Standards.

### **Maintenance during the lease**

You may become involved if certain repairs are needed to the property. The council will carry out repairs as a result of accidental damage not normally covered by insurance.

You are responsible for the cost of other repairs and for repairs to the structure and exterior of the building.

### **Repairs service offered**

We offer to carry out repairs to your property using the council's established repairs service and contractors. This service is summarised below.

The council will:

- Complete repairs under £200 immediately and recharge you either by deduction from monthly rent or through billing
- Liaise with you regarding repairs expected to cost over £200. You can decide whether to use the council's contractors or use your own contractor
- Provide an 'out of hours' service to manage emergency repairs
- Fix any damage caused by the occupants except for fair wear and tear (and excluding insurable risks)
- Notify you if any landlord's repairs are required. We can arrange for these to be done on your behalf if required (subject to payment agreement).

### **At the end of the lease**

The property will be returned to you in the same condition as when it was leased (taking into account fair wear and tear). We will agree a property condition survey with you at the start of the lease which will be used as a comparison at the end.

## The next steps

### Initial inspection

Once you have contacted us we will arrange to visit your property for an initial inspection to identify any work that might be needed to bring it up to our letting standard.

At this stage we will discuss the guaranteed rent we would be willing to pay.

### Safety checks

At the initial inspection we will discuss the required safety checks that need to be done before the lease is signed. If necessary we will arrange and pay for these checks for you. If the checks highlight the need for any remedial works, you will need to do this before a re-test.

### Application form

If you haven't already completed the application form in this leaflet we will ask you to do so now. This gives us most of the information we will need to draw up your lease.

### If you have a mortgage

Check the agreement with your mortgage lender to see if permission is required. We would also advise you to seek independent legal advice with regards to your mortgage agreement if you have any concerns.

### Buildings insurance

Under the terms of the lease you will remain responsible for the buildings insurance. You will

need to tell your buildings insurer you are joining the scheme.

### Final inspection

Once any required works are completed, and before the lease is signed, we will return to inspect your property to check that it is now ready to be taken onto the scheme and to verify the property condition survey that will be added to the lease.

### Lease agreement

Please note that you are advised to check the lease agreement carefully as the terms of lease will take precedence over this information leaflet. We encourage you to take independent legal advice if you are unsure.

Once your property is accepted onto the PSL Scheme and the lease has commenced, payments to you will start monthly in arrears.

The lease document will be sent to our Legal Department to be sealed. Once this has been done we will send you a copy along with the agreed property condition survey.

### Handover

Once the property has become part of the scheme, our PSL Team will become responsible for the day-to-day management and will be your first point of contact if you have any queries.

### Interested in the scheme?

Give us a call on 01293 438203 or email [privatesectorleasing@Crawley.gov.uk](mailto:privatesectorleasing@ Crawley.gov.uk)

We can discuss what we can offer and whether your property is suitable.

## Documents required

The following table sets out the documents that we will need from you to accept you onto the scheme and draw up the lease. We will usually request these following the first property inspection.

Type of document	Details
Proof of ownership	The council will normally be able to establish this from the Land Registry. However, if the property has not been registered or you have only just bought it, we will need to see a letter from your solicitor confirming ownership
Photo ID of owner(s)	Copy of passport or photo driving licence
Original Head Lease details	Where applicable a full photocopy is required
Central lender consent	Where a mortgage exists, consent from the central lender is necessary: <ul style="list-style-type: none"> <li>– Proof of ‘buy to let’ mortgage</li> <li>– Letter of consent from mortgage provider</li> </ul>
Freeholder or Managing Agent Consent	Where applicable. Where a head lease conveys this consent, a copy of the same (as above) is acceptable.
Evidence of buildings insurance	A photocopy of the current policy document
Energy Performance Certificate (EPC)	Legal requirement from 1 October 2008 If you have one already, please provide this. If not, we will complete this as part of our ‘set-up package’
HM Revenue and Customs Charity Assets and Residence Reference Number (CAR) if landlord resides abroad	Only if landlord resides abroad. Obtainable from HM Revenue and Customs
Door entry phone contract	Where applicable (photocopy)
Fire alarm maintenance contract	Where applicable (photocopy)
Fire log book	Where lodged if applicable
Fire safety risk assessment	Where applicable. Landlord to provide or confirm they have access to a copy of this (for communal ways)
Communal water tanks	Landlord to provide or confirm they have access to a copy of the legionella testing regime
Security alarm	Where applicable. Copy of maintenance contract and code details
Lift maintenance contract	Where applicable (photocopy)

### Keys

We will need three sets of keys for the property, including keys for any outbuildings and any communal door entry keys or fobs if the property is a flat.

## Application form – Private Sector Leasing

You do not need to complete this form until after you have spoken to the PSL team.

Property address to be leased	
	Post Code
Name/s of legal owner/s	
Contact address	
	Post Code
Telephone number (home)	
Telephone number (mobile)	
Alternative contact number	
Email address	
Is there a current mortgage on the property to be leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mortgage lender	
Details of mortgage and permission to lease	<input type="checkbox"/> Buy-to-let <input type="checkbox"/> Standard mortgage with permission from lender
Property type (tick box)	<input type="checkbox"/> House <input type="checkbox"/> Flat <input type="checkbox"/> Maisonette
Property size (number of bedrooms)	
If a flat or maisonette, which floor?	
Please specify if UK resident for tax purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank name	
Account in the name of	
Sort code	
Account number	
Any reference number	
Managing agent and telephone number (leasehold properties)	

**I/we agree for Crawley Borough Council to progress my application to join the PSL scheme for the above property.**

Signed (owner 1)	Print Name
Date	
Signed (if applicable owner 2)	Print Name
Date	

If you or someone you know would like help with understanding this document please contact the PSL team on 01293 438203 or email: [privatesectorleasing@crawlley.gov.uk](mailto:privatesectorleasing@crawlley.gov.uk)

Si vous-même ou quelqu'un que de votre entourage avez besoin d'aide dans la compréhension de ce document, veuillez contacter le Directeur du Développement du Service de Logement au 01293 438203 ou par email à [privatesectorleasing@crawlley.gov.uk](mailto:privatesectorleasing@crawlley.gov.uk).

જો તમે કે તમે પરિચિત હો તેવી કોઈ વ્યક્તિને આ દસ્તાવેજ સમજવામાં મદદ જોઈતી હોય, તો મહેરબાની કરીને રહેઠાણ સેવા વિકાસ સંચાલક (હાઉસિંગ સર્વિસ ડેવલપમેન્ટ મેનેજર) નો 01293 438203 નંબર પર અથવા ઈમેલથી [privatesectorleasing@crawlley.gov.uk](mailto:privatesectorleasing@crawlley.gov.uk) સરનામે સંપર્ક સાધો.

Jeżeli Państwo bądź Państwa sąsiedzi lub znajomi potrzebują dodatkowych objaśnień treści niniejszego dokumentu, prosimy o skontaktowanie się z kierownikiem ds. rozwoju usług mieszkaniowych - pod numerem 01293 438203 lub poprzez email: [privatesectorleasing@crawlley.gov.uk](mailto:privatesectorleasing@crawlley.gov.uk)

اگر آپ یا آپ کے کسی جاننے والے کو اس دستاویز کے سمجھنے میں مشکل پیش آئے تو براہ مہربانی مینیجر برائے ترقی خدمت رہائش سے 01293 438203 پر رابطہ کریں یا [privatesectorleasing@crawlley.gov.uk](mailto:privatesectorleasing@crawlley.gov.uk) کو ای میل کریں۔

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