



Private Sector Leasing Scheme

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What is a lease?

A lease is a legal agreement whereby an owner rents their property to our company. We then sub-let the property to homeless applicants and their families. We are responsible for paying your rent and managing the property as the Landlord. This service offers peace of mind and a guaranteed rental income.

What are our requirements for leasing a property?

Minimum Letting Standard.	YES
Proof of ownership	YES
Permission to lease to our company	YES
Building Insurance	YES
Corgi Gas Certificate	YES
NICEIC Electrical Certificate	YES
Central Heating Maintenance Contract	YES
Floor coverings, curtains, nets and shades.	YES
Four sets of keys	YES

Initial Inspection

If having read this information pack and you wish to proceed we will arrange an initial inspection of your property. The purpose of this initial inspection is to inform you whether we are willing to lease your property and to check whether the property meets our Minimum Letting Standard.

Proof of ownership and other legal checks

We require proof that you own the property. We establish this from the Land Registry. If the property has been recently purchased, the Land Registry entry may have not been entered and we must wait for registration.

Paperwork

Properties will not be leased until all requirements are met.

Final Inspection

Before the lease is signed and the property taken over, we will return to the property to:

- a) check that the property is ready for leasing
- b) record the condition of the property for the Inventory and to take digital photographs.

Meter readings will be taken at the commencement of the lease and utility companies and council tax informed. Owners are not responsible for the payment of gas, electric, water or council tax. Payments are made by standing order into the owners account. However, it is usual that the first month's payment is made by cheque.

Minimum Letting Standard

Introduction

We need to ensure that properties we take on meet the necessary standards. Our main concern is that the property is safe, in good repair and has basic amenities.

This policy is aimed at setting out the minimum letting standard required in a property to be leased by a private owner to **Temp2Perm**.

The property has to be fit for human habitation. It must meet the following:

- a) It is structurally stable and compliant with building regulations
- b) It is free from serious disrepair
- c) It is free from dampness prejudicial to the health of the occupant and free from dry and wet rot
- d) It has adequate provision for lighting, heating and ventilation
- e) It has an adequate supply of wholesome water
- f) There are satisfactory facilities for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water
- g) It has a suitable located water closet for the exclusive use of the occupants
- h) It has an effective system for the drainage of foul, waste and surface water
- i) It has a suitably located WC for the exclusive use of the occupants (not outside)
- j) It has, for the exclusive use of the occupants a suitably located fixed bath or shower and wash hand basin each of which is provided with a satisfactory supply of hot and cold water
- k) The accommodation must be self contained which will enable the occupier to enjoy exclusive rights of possession

It is also deemed essential that the property has:

- Gas central heating
- UPVC windows
- Corgi Gas Certificate
- NICEIC Electrical Certificate
- Maintenance Contract on Central Heating
- Mains fitted smoke alarm on each floor
- Front doors to have a Yale and Mortice lock or equivalent
- Supply for an electrical or gas cooker to be fitted in kitchen
- It is also desirable that the property has UPVC windows

Owner's Responsibilities

The owner remains responsible for certain provisions relating to the property. When our office is open and a tenant has reported an item to us for which the owner is liable we will contact the owner to inform them and give them the option of having the work done by one of their selected contractors. This work will be required to be completed within a fixed time-scale.

If the work is not undertaken within this time-scale we reserve the right to carry out the work and to re-charge the owner.

However if the item is reported outside our office hours and the work is of an emergency nature the job will be undertaken by one of our contractors and the cost recharged to the owner.

Procedure for handing back properties to private owners

We require written notice that a lease will not be renewed. We will write to ask the owner three months prior to the end of the lease.

The lease agreement gives permission for the property to be marketed for sale during the last two months of the lease. Reasonable notice is required for appointments.

The procedure for handing back a property is as follows:

Prior to the end of the lease the owner is required to make an appointment to inspect the condition of the property. The owner will be accompanied for this visit by a member of staff of **Temp2Perm Housing Ltd.**

The property will be inspected to compare the condition of the property against the original schedule of condition and inventory.

We accept responsibility for the condition of the inside of the property as a bond is not payable by our tenants, however owners must accept that normal wear and tear will occur.

The property may have been redecorated several times since the commencement of the lease and carpets may have been replaced.

The property should be in the same standard as when the lease commenced (fair wear and tear accepted). When a property is assessed for hand-back the works can be undertaken or a cash settlement offered to the owner.

Final meter readings will be taken at hand back and letters sent to utility companies, council tax and the local authority informing them of the end of our liability with regard to the property. Details of the owner and their home address will be given to these organisations.

Safety Issues

Polystyrene ceiling tiles

These tiles are not acceptable because of the possible fire risk. They need to be removed from all rooms.

Hazardous Substances and Equipment

All parts of the premises including outbuildings must be cleared of any hazardous substances including paints and cleaning agents. In addition, equipment including DIY tools should be removed.

Floor coverings

These should be clean and in good condition. They should be free from any trip hazards, i.e. fitted properly and with no rips or tears. Kitchen and bathroom flooring should be non-slip, water resistant and washable i.e. vinyl, tiles, lino etc.

Safety Glazing

Low-level glazing should be safe and comply with BS6206. This states that glazing to doors and adjacent panels should be safety glass to a level not less than 1.5.meters above floor level.

Windows

Windows that can be opened on first floor level and above with sill heights below 85cm should be restricted to an opening of no less than 10cm and should have childproof locks and a safety rail.

Stairs

A secure handrail must always be provided to stairs at a height of no less than 80cm above the stair nosing. The gap between balusters or horizontal railing should be no greater than 10 cm. Stairs should always be well lit.

The benefits once again of leasing your property to Temp2perm Leasing Ltd are:

- Lease agreements for a term of one or three years
- Guaranteed rent for 52 weeks of the year
- Payment monthly in advance
- Property management service by experienced housing professionals
- No legal action required by owners to remove unwanted tenants
- Regular property inspections undertaken
- We accept responsibility for the internal condition of the premises

For further information or to arrange a free rental valuation, please contact our Housing Team on **02920 224198**.

Whilst care is taken in the production of this pack, Temp2perm accepts no responsibility for errors, omissions or changes in the governing legislation. The information contained in this pack does not form part of a contract.

Other Useful Information

Gas Safety (Installation and Use) Regulations 1998

The above regulations place a duty on the property owner to ensure that all gas appliances, flues and associated pipe-work are maintained in a safe condition at all times. They need to be checked for safety at least once a year by a member of the Council for Registered Gas Installers (CORGI) and accurate records need to be kept. Certificates are required to be kept for at least two years.

Electrical Equipment (Safety) Regulations 1994

The above regulations impose an obligation on the property owner to ensure that all electrical appliances left as part of a property are safe. Cabling fuses and plugs should also be inspected and replaced where necessary to the correct rating for that appliance.

A property owner is also required to have the permanent electrical installation checked regularly. Records of these inspections should be kept and receipts for alterations and remedial works undertaken. From January 2005 all electrical work must be undertaken by a competent person as certified by Part P Building Regulations or NIC or EIC registered.

Insulation, Ventilation and Windows

All main rooms must have windows providing opening spaces equivalent to one twentieth of the floor area of the room and the windows, which are supposed to open, need to work! Bathrooms, toilets and kitchens without windows require adequate mechanical extraction (i.e. fans).