

Local Services for Landlords

PROPERTY SOLUTIONS



Application Form

PROPERTY SOLUTIONS - APPLICATION INFORMATION

WHAT WE CAN OFFER YOU

- One month rent in advance
- A damage bond equal to the value of one month's rent to cover the cost of repairs that may be needed if the tenant causes any damage to your property beyond what would be deemed as fair wear and tear
- If the tenant has left your property, Basildon Borough Council will guarantee your rent for a maximum of two weeks or until we find you an alternative tenant (whichever is the lesser).

In addition to the above, you can also choose from either of the following benefits:

- A one off cash incentive of £1,000 for a minimum of a 12 month fixed term tenancy

Or

- A bond equal to three months' rent to cover any rent arrears

The bond will cover the initial length of the fixed term, and will be reviewed in line with future tenancy agreements issued.

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** Please be aware that we will not act as a managing agent for the property. The Tenancy Agreement will be between the landlord/agent and the tenant. Landlords are expected to either manage the tenant and the property themselves or appoint a suitable managing agent. However, a dedicated officer will be available to assist and offer advice and support throughout the lifetime of the tenancy where required in order to ensure success.**

THE PROCESS

Before the tenancy begins the Letting Negotiator will arrange to inspect your property, providing feedback where necessary to ensure it meets Health and Housing Safety Rating System (HHSRS) standards. We aim to inspect the property within 48 hours.

Once the rent is confirmed we will:

- Assess all prospective tenants for affordability and suitability, checking for history of rent arrears, anti-social behaviour or damage to previous properties
- Arrange a mutually convenient time for you to meet the appointed tenant - this is a choice based service. You have the right to decline an appointed tenant. In these circumstances we would be happy to appoint another.

If you are happy to proceed at this stage we will:

- Conduct a thorough inventory to include photographic evidence
- Provide the Assured Shorthold Tenancy (AST) agreement and supervise the signing of this. If using your own AST this will need to be presented to the Housing Options Manager for approval
- Bonds will be issued at the time of signing the agreement
- Complete Housing Benefit (HB) form with the client to avoid unnecessary delays in the claim. We have provisions in place to ensure (for in-borough properties) a fast-track service and landlord HB direct payments.

Our Lettings Negotiator sources accommodation for households that have approached our service for assistance finding a home within the Private Rented Sector (PRS). Such households are likely to be on a low income, meaning they would be entitled to full or partial Housing Benefit. Housing Benefit when renting a property in the PRS is known as Local Housing Allowance (LHA), which is a capped amount calculated on the number of rooms in the property and household make-up. The rent you charge must be equal to, or lower than the LHA rate.

LHA rates for properties within the Basildon Borough are currently as follows;

	Weekly	Calendar Monthly
One Bedroom	£132.04	£572.17
Two Bedroom	£166.10	£719.76
Three Bedroom	£193.98	£840.58
Four Bedroom	£266.65	£1155.48

Please visit www.lha-direct.voa.gov.uk for details of LHA rates for properties outside of the Basildon Borough.

For those eligible for LHA we will ensure that payments are made directly to you, and have provisions in place to fast-track applications for landlords working within our scheme. Direct payments only apply to properties in the Basildon borough. We will accept properties outside of the Basildon Borough providing there is a demand for such properties, however you would need to contact the local council to request Housing Benefit direct payments.

ON-GOING INVOLVEMENT

On sign-up you will be issued with your dedicated liaison officer's contact details who can be approached should any issues arise during the course of the tenancy.

A member of the team will conduct a mid-tenancy inspection ensuring your property is being maintained to a good, clean standard.

AT THE END OF THE TENANCY

If you require the property back we will provide notice to quit templates, ensuring that this is served lawfully and where appropriate. We will appoint a new tenant for you to minimise rent void periods. We will work collaboratively with your existing tenant to source alternative accommodation, minimising the risk to yourself of costly court action.

If the tenant has left your property Basildon Borough Council will guarantee your rent for two weeks whilst we find you an alternative tenant.

On the last day of the tenancy we will conduct an exit inspection with you and the tenant in attendance wherever possible. We can decide if there is any claim to be made under the bond on the day to ensure fast payment to you.

If the tenant is not in attendance any claim against the bond agreement will be investigated within 14 days with any payment to be issued to you thereafter.



WHAT WE ASK OF LANDLORDS

To participate in the Property Solutions Scheme your property must be fit for human habitation and meet certain Health and Safety standards, as outlined below.

You will also need to provide valid documents requested for the application, for example you need to provide a valid gas safe certificate and NICEIC Electrical safety certificate together with subsequent certificates on their expiry. All electrical appliances must be PAT tested (portable appliance testing). The property must also have an up to date Energy Performance Certificate (50+ rating). For further advice and information on these requirements, please visit: www.gov.uk/private-renting/your-landlords-safety-responsibilities

During the course of the tenancy term you are responsible for on-going maintenance and repair works. You will therefore need to ensure you have adequate insurance and funds available for any emergency work which may be required.

Please note that from October 2015, you are required by law to have an adequately placed, fitted carbon monoxide detector, together with a hard wired, interlinked smoke detector system.

PROPERTY REQUIREMENTS

Your property will only be accepted onto the scheme if it is deemed to be clean, safe and in reasonable decorative order. We would ask that the property be vacant for inspection in order to validate its condition for 'damage bond' purposes. Recommendations made in terms of HHSRS requirements based on this inspection must be completed prior to being accepted on the scheme.

LANDLORD QUOTES...

"Good service provided and has been easier than using an estate agent."

"I wouldn't let to anyone else, the process has been clear to understand and a quick service has been provided."

"I feel the team have made themselves available when I have needed them."

"I didn't have to wait for a tenant which was a big selling point."

"I have received a good service and feel confident in the fact I can call the team and have their support, I don't feel I am on my own."

"Everything I expected and more."

Property Solutions Application Form

If you are interested in joining the scheme please complete the form, returning this to the Private Sector Lettings Team (PSLT). We will then contact you to discuss the scheme further and arrange a convenient time to conduct the initial property inspection.

Ownership Details

Landlord Name

Managing Agent

(if applicable we will need to see proof of ability to act on landlord's behalf)

Landlord Address

Contact Details

Tel Home Mobile

Tel Work Agent

E-mail Address

I am the legal owner of the property Yes No

Details of property to be let

Full address of property to be let

Is the property Furnished Unfurnished

Property type

Flat Maisonette House

For flats only:

Which floor is the flat located on?

Is the block serviced by a lift? Yes No

Please specify any shared/communal area such as hallways and gardens

Is the property above a shop/retail or business premises? Please specify

Details of property to be let cont.

Please specify the number of rooms

Kitchen Living Garden

Dining Bedroom

Bathroom Cloakroom

Other - please specify

Is the property currently vacant? Yes No

If no, approximate date it will become vacant

Option required

I can confirm I would like to proceed with option one

or

I can confirm I would like to proceed with option two

Landlord - Declaration and documents

*Proof of all the following MUST be provided to the PSL team before a tenancy can commence

	Yes	No
1. I have proof of ownership*	<input type="checkbox"/>	<input type="checkbox"/>
2. I have permission from the Freeholder / Leaseholder that the property may be let*	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a mortgage linked to the property?	<input type="checkbox"/>	<input type="checkbox"/>
4. I have permission from my mortgage lender to rent the property*	<input type="checkbox"/>	<input type="checkbox"/>
5. I have a current Energy Performance Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm the EPC rating and date the certificate was issued

5. For Agents / appointed representatives - I have permission from the legal owner to manage the property and have written consent to join the scheme*	<input type="checkbox"/>	<input type="checkbox"/>
6. I have permission from my Building Insurance provider to rent the property*	<input type="checkbox"/>	<input type="checkbox"/>
7. I have valid Building, Landlord and/or Rent insurance	<input type="checkbox"/>	<input type="checkbox"/>

Please specify

8. I declare that any electrical appliances supplied have been PAT tested	<input type="checkbox"/>	<input type="checkbox"/>
9. I declare that any furniture provided complies with the Furniture and Furnishings (Fire Safety) Regulations 1993	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Requirements

	Yes	No
1. I have a valid Gas Safe Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Expiry date	<input type="text"/>	
2. I have a valid NICEIC Electrical Safety Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Expiry date	<input type="text"/>	
3. I have a current Energy Performance certificate*	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the property have hard wired smoke detector smoke alarms?	<input type="checkbox"/>	<input type="checkbox"/>
How many?	<input type="text"/>	
5. Does the property have a fixed carbon monoxide reader?	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="text"/>	
6. My property is free from damp and mould	<input type="checkbox"/>	<input type="checkbox"/>
If no, where is damp / mould present and the severity of this?	<input type="text"/>	
	<input type="text"/>	
7. If the property is open-plan, are the entrance and kitchen doors half hour fire doors? (Required to comply with Building standards 476 Part 22.)	<input type="checkbox"/>	<input type="checkbox"/>



Fit and Proper Landlord

Basildon Borough Council needs to be satisfied that you are a 'fit and proper' landlord if you are to be accepted onto the scheme.

Please specify which of the following apply.

Have you or anyone associated with renting and/or managing the property.

1. Committed any offence involving

Fraud or dishonesty?

Violence?

Illegal drugs?

Any other offence listed in Schedule 3 of the Sexual Offences Act 2003(b) (offences attracting notification requirements)?

2) Practised unlawful discrimination on the grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business?

Yes No

Details

Fit and Proper Landlord cont.

3) Been found guilty of any offence relating to housing (to include landlord or tenant law)?

Yes No

4) Been found guilty of any offence in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under Section 233 of the Housing Act 2004©?

Yes No

Details

5) I agree to provide the latest statements relating to any and all loans (including mortgages) secured against the property and can confirm that there are currently no arrears.

Yes No

Declaration

Thank you for taking the time to complete the application form. By signing this document, you are confirming that the information provided is true and accurate to the best of your knowledge and that you consent to Basildon Council carrying out additional enquiries where required.

Basildon Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. The council may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Owner
Signature

Date

Print Name

Agent
Signature

Date

Print Name

Position

Company
Stamp

Enquiries:

01268 206902

Address:

The Basildon Centre
St Martin's Square
Basildon
Essex
SS14 1DL

Website:

www.basildon.gov.uk/propertysolutions

Email:

PRS@basildon.gov.uk

If you require this document in a different format (e.g. different language, Braille, large print etc.) please contact Basildon Council on 01268 533 333



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