



Solihull
Community Housing
Shaping our neighbourhoods



Solihull
METROPOLITAN
BOROUGH COUNCIL

Landlord Information Brochure

2019

Introduction

Solihull Community Housing (S.C.H) is the Arm's Length Management Organisation (A.L.M.O) for Solihull Council and manages their entire housing stock.

Our Private Sector Leasing Scheme aims to ease homelessness in the borough of Solihull. The current demand for housing outstrips supply meaning Solihull council is tasked to find new initiatives to provide affordable accommodation for people who are in need of temporary accommodation. As you read through this information pack, become more aware of how important private sector landlords, like you are to Solihull Council and how you can make a difference to people in housing crisis in Solihull.

There are many benefits available to you when you lease your property to our scheme and these are outlined in the following pages.

For a guaranteed monthly rent, paid six monthly in advance over a fixed term lease, we will provide the housing management service and source suitable tenants from people who have presented as being homeless and who we owe a duty to. We will manage all aspects of your property so you can relax knowing that your property is in our safe hands.

Solihull Community Housing will consider letting properties of various sizes in different locations throughout the Borough. However, we will only accept properties that are in good, habitable condition with priority given to two and three bedrooms properties.

It is not essential that your property is vacant at the time of application. However, we will need to inspect properties that match our current housing requirements following application, to determine if your property is suitable. Where your property is deemed suitable and you have proven to be a fit and proper person, we will agree the lease start date with you.

Our Ethos

Solihull Community Housing recognises the importance of your time and that your property is an investment and a source of income, in many cases a retirement fund or pension supplement for the future. We have the experience in property management and have managed Solihull Council's housing portfolio for over 10 years. You can trust SCH to maintain your investment to the highest standard.

Our offer to landlords

If you are a professional landlord with a large portfolio, a buy to let landlord with a few properties or an accidental landlord who has inherited a property; we can assist you with all aspects of managing your property.

Being a 'landlord' has many variable factors and dependent on which of the above criteria you consider yourself to be the implications on your time, resources and profitability are likely to differ.

Whether you are searching for suitable tenants, preparing tenancy agreements, speaking with lettings agents, paying fees, organising repairs or calculating the cost of prolonged void periods; the role of a landlord is diverse and demanding with great responsibility.

We hope the more you explore the features of the offer the more you will understand the opportunity to the point where you can see this scheme as an integral part of your property business plan.

We will provide you with a complete property management solution when you join. Our scheme offers you the following benefits which you are entitled to when you sign up.

- the stability of a fixed term one year lease;
- Solihull Council will be your tenant;
- a guaranteed rental income for 12 months with payment six monthly in advance directly into your bank account via bank transfer;
- no void periods costs i.e. lost rent, council tax, or utility charges;
- no introductory fee for renting your property;
- professional property management service by a reputable company managing 12,000 properties for Solihull Council;
- free cutting and garden maintenance service;
- guaranteed vacant possession of the property at the end of the lease with the property in a good state of repair less fair, wear and tear;
- free digital inventory and regular property inspections;
- a sole point of contact at Solihull Community Housing;
- free end of tenancy clean up service.

Contract specification – summary

This summary of the contract specification details the defined criteria that all properties must meet:

- the owner and/or landlord of the property has declared they are a fit and proper person;
- the ownership of the property has been established (***note: Council/SCH employees or relatives must declare an interest - see Probity Form***);
- the property meets the specified property standards (*HHSRS*) including safety certification; *i.e. gas, electrical and asbestos testing*;
- the landlord agrees to Solihull Community Housing either undertaking the initial gas, electric safety and asbestos checks and to repaying these costs in full even in the event they should they not sign up to the PSL after this time, or The landlord agrees to provide up to date safety gas ,electricity and asbestos certificates themselves .
- the landlord will provide proof of being the legal owner of the property *i.e.* copy of the 'land registry';
- if the property is subject to mortgage repayments, the landlord will provide proof that the mortgage lender has given their permission for the property to be rented out, *e.g.* letter from mortgage lender or solicitor on headed paper;
- the landlord will provide proof of current Buildings Insurance and Public Liability Insurance. Solihull Community Housing will carry out annual checks to ensure that insurances are in place and at the appropriate level;
- the landlord will provide proof that the insurance company is aware that the property will be rented as 'temporary accommodation' to tenants in housing need;
- that Solihull Community Housing will carry out annual safety checks as appropriate at no cost to the landlord. However, any repairs or replacement of faulty appliances provided as part of the property, such as the central heating boiler, will be recharged fully to the landlord;
- the property will be available for a minimum lease period of 1 year;
- the property falls within Council Tax bands A, B, C or D;
- to fully disclose information if the property is subject to any planning applications or repairs notices;
- the landlord agrees to provide a valid Energy Performance Certificate for the property;
- the property is ideally located within Solihull Metropolitan Borough Council borders;

Management

The contract between the landlord and the Council will be formalised in a lease for a period of one year. The lease will include, the 'lease period', the 'rent to be paid by Solihull Community Housing' and the 'conditions of the lease'.

You will continue to be responsible for all structural and external repairs. However, Solihull Community Housing may also from time to time contact you to carry out an external inspection of the property and the landlord must be available when requested for external inspections.

You must remedy any external defects determined following your own inspection of the property and following any defects reported to you by SCH, within an agreed reasonable timescale.

The property will be available to lease unfurnished, except for floor coverings and curtains, with full vacant possession. You may be asked to provide evidence that the most recent tenancy has come to a natural end.

Solihull Community Housing will not accept properties that do not comply with the contract specification. However, where issues are rectified within an agreed timescale by all parties, we will reconsider the application.

Tenancy Management

The Housing Options Service within Solihull Community Housing works with customers who are experiencing housing difficulties. Their role is to give appropriate housing advice and support to assist people with alternative accommodation. We look to intervene when persons are in crisis and require urgent assistance with accommodation. It is considered that the private sector could help support this urgent need through the private sector leasing scheme and having a supply of accommodation that the service could utilise for those persons/families.

Any prospective tenant will be assessed as to their suitability for the property. They will have a designated Housing Options Officer to support them whilst they are in occupation and to ensure that they are adhering to their tenancy obligations. The Housing Options Officer will continue to provide support until they are permanently re-housed. Upon vacation of the PSL property a surveyor from Solihull Community Housing will inspect the property and ensure it is made available for re-letting

Safety standards

Housing Health and Safety System (HHSRS)

Your property will be assessed using the Housing Health and Safety Rating System survey. This is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales.

The HHSRS assesses 29 categories of housing hazard. Each hazard has a weighting which will help determine whether the property is rated as having category 1 (serious) or category 2 (other).

Gas/Electric/Asbestos/Energy

During our inspection process we will ask for a full gas and electricity safety inspection and certificate, also a current asbestos management survey. These will need to be conducted in compliance to current safety standards before any lease is undertaken.

Gas Safety (Gas Safe)

- all gas appliances and installation pipework must have been maintained in a safe condition and meet current 'gas safe' regulations.

Electrical Safety (NICEIC)

- the electrical circuits, hardwiring and mains board within the property must meet current NICEIC regulations.

Asbestos survey (Regulation 4, The Control of Asbestos 2012)

- It is a legal requirement, for an asbestos management survey to be carried out and a certificate issued. We can arrange this but the cost will be the landlords responsibility also any costs incurred in the removal of any asbestos in order for the certificate to be issued will be the responsibility of the landlord.

Energy Performance Certificate

From 4 January 2009, all landlords must provide an Energy Performance Certificate (EPC) where applicable. The EPC must be obtained from a registered EPC provider; information on this can be found at - <https://www.gov.uk/buy-sell-your-home/energy-performance-certificates>. A copy of the EPC must be permanently available within the property.

Fire Safety

Smoke Detection:

Either a fire blanket or appropriate fire extinguisher will be provided in the kitchen.

If the property is a flat i.e. on one level; smoke alarms must be either lithium battery based with a 10 year lifespan or mains powered. Any new smoke alarm fitted must be mains wired.

If the property is two storeys or more i.e. a house with a lower and upper floor or a maisonette; a mains wired or a lithium battery (with a 10 year lifespan) must be fitted on each floor (regular 9v battery powered smoke alarms are not permitted).

Carbon Monoxide Detectors:

Must be fitted to all properties where there is a gas supply present.

Insurance

Buildings Insurance:

You must provide adequate Buildings Insurance' to enable the rebuilding cost of the property if it were to be completely destroyed. The level of cover should be reviewed annually to ensure adequate cover is maintained. In addition further malicious damage cover should be added to any policy.

Landlord's Insurance

We recommend that you consider a policy which has been designed specifically to cover landlords. A standard home buildings or contents policy wont consider the potential risks that landlords face, such as loss of rent and accommodation costs, should your tenants have to move out after an insured event, or cover for your liability as a landlord.

Public Liability Insurance:

You must provide Public Liability Insurance of at least £2,000,000 (two million pounds). The level of cover should be reviewed annually to ensure adequate cover is maintained. You must also provide the current annual certificate of both the Buildings Insurance' and the Public Liability Insurance (original).

You must provide confirmation from the insurance company that they are aware that the property is to be let to Solihull Metropolitan Borough Council for rehousing persons who are homeless and owed a duty to by Solihull Community Housing.

Property standards

Any property we sign up for the scheme are required to have the following standards:

- Current gas and electricity and asbestos safety certificates
- structurally sound property with cleared exterior guttering and drainage
- doors and windows in good repair and well decorated
- room sizes sufficient to accommodate standard furniture
- appropriate waste disposal arrangements
- adequate lighting and ventilation fixed heating
- safety catches on windows above ground floor
- sensible kitchen layout with appropriate units
- ideally have wet heating system installed (combi boiler)
- plumbing for a washing machine
- piped hot and cold water supply
- any loft conversions compliant to planning and Building Control
- efficient and effective drainage system
- curtain tracks and/or net curtains
- appropriate floor coverings
- stair safety appropriate to building
- compliant to Fire Safety Regulations as appropriate to the unit

Rents & Fees

Solihull Community Housing pays the rental price based on a formula known as the Local Housing Allowance (LHA) rate. These are set by the Department of Work & Pensions and are based on the median level of rent within the local Broad Rental Market.

Solihull is split into two areas with North and South, each having a different LHA rate. The majority of PSL schemes in the country pay 90% of any LHA rate for a given area.

SCH pays 100% of the LHA rate and will:

Pay rent in advanced lump sum amounts every six months throughout the term of the lease, with no void period costs incurred by the landlord;

- fully manage the property across duration of the lease;
- provide full tenancy management and support across the terms of the lease;
- we do not require the property to be furnished: except for net curtains and floor coverings;

Property type	Shared	1 bed	2 bed	3 bed	4 bed
100 % LHA rate P/W (North Solihull)	£57.34	£101.84	£127.62	£135.96	£173.41
100 % LHA rate P/W (South Solihull)	£75.45	£116.53	£149.59	£172.60	£230.14

Property type	Shared	1 bed	2 bed	3 bed	4 bed
Monthly Income (North Solihull)	£249.16	£441.30	£553.02	£589.16	£753.51
Monthly Income (South Solihull)	£326.95	£506.35	£650.00	£749.99	£1,001.01

Property type	Shared	1 bed	2 bed	3 bed	4 bed
Yearly income (North Solihull)	£2,989.92	£5,295.60	£6,636.24	£7,069.92	£9,042.12
Yearly income (South Solihull)	£3,923.4	£6,076.20	£7,800.00	£8,999.88	£12,012.12

Monitoring leases

The Private Sector Leasing Officer will monitor the leases to ensure that both parties comply with the terms, including the requirement for Solihull Community Housing to satisfy itself you have purchased current and appropriate insurances. The Private Sector Leasing Officer will carry out annual and random checks of

insurance certificates.

Solihull Community Housing will carry out annual safety checks on the gas and electrical equipment in the property as well as an annual audit on the location and condition of asbestos containing materials. The Private Sector Leasing Officer will ensure that these are renewed as appropriate, that certificates are available and details are recorded accurately.

Solihull Community Housing's obligations to landlords

Solihull Community Housing commits to following standards of service;

- to manage your property in conjunction with the terms of the lease;
- to pay in advance the agreed rent in six monthly lump sum amounts into your bank account on the agreed date;
- conduct affordability checks via money advice team with tenants;
- to make right any deliberate or wilful damage to the property by tenants;
- to provide full tenancy management along with on-going support;
- to inform you of any landlord repairs over the terms of the lease;
- to provide grass cutting and general garden maintenance to our temporary accommodation tenants through a contract with Solihull Community Garden Services;
- to guarantee vacant possession of the property at the end of the lease with the property in a good state of repair less fair, wear and tear.

Maintenance and landlord repair obligations

As the landlord you will remain responsible for all structural and exterior works plus any repairs as outlined in **S.11 Landlord & Tenant Act 1985 – Landlord Repairing Obligations** and all insurable risks covered by your nominated insurance company.

If any landlord repairs are required we will notify you as soon as possible. These repairs can be carried on your behalf, if required, subject to payment from yourselves .

All replacement fixtures and fittings will be supplied from our current stock range and are unlikely to be an exact match to the original fittings in the property. This is non-negotiable as per terms of the lease. The landlord will be expected to complete all repairs deemed, 'fair wear and tear', at the end of the lease agreement.

Grass cutting and garden maintenance will be provided for free by the Family Trust/Solihull Community Garden Services during the months of April to September.

Application Form

Please complete the application form in full and provide all documents requested to enable us to consider your application promptly.

If you are applying to lease more than one property, you must complete in full detail a new application form for each property. If you do not do this, your application will be invalid.

Application	Information				Check
1. Applicant name (Landlord/owner)					
2. Applicant address (Landlord/owner)					
3. Email address					
4. Telephone number - business					
5. Telephone number - mobile					
6. Property address					
7. Council Tax Band					
8. Is there a mortgage on the property?					
9. Is property currently tenanted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
10. Date when property will be available					
11. Property Type: (please circle)	Flat <input type="checkbox"/>	Terraced <input type="checkbox"/>			
	GF <input type="checkbox"/> 1st <input type="checkbox"/> 2 nd <input type="checkbox"/>	End of terrace <input type="checkbox"/>			
	Masionette <input type="checkbox"/>	Detached <input type="checkbox"/>			
	Bungalow <input type="checkbox"/>	Semi detached <input type="checkbox"/>			
12. Number of bedrooms in property	1 bed <input type="checkbox"/>	2 bed <input type="checkbox"/>	3 bed <input type="checkbox"/>	4 bed <input type="checkbox"/>	

13. Date of construction			
14. Is smoke alarm battery or mains wired? Note – 2 storey properties must be mains wired		Battery <input type="checkbox"/>	Mains wired <input type="checkbox"/>
15. Detail other fire safety equipment installed			
16. Name of electricity supplier			
17. Type of electric meter			
18. Name of gas supplier			
19. Type of gas meter			
20. Does the property have a full central heating system?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Type of heating system installed?		Combination boiler system	<input type="checkbox"/>
		Gravity fed system	<input type="checkbox"/>
		High pressure system	<input type="checkbox"/>
22. Age of heating system (please circle)	a) less than 5 years c) over 10 years	b) between 5 and 10 years d) over 20 years	
23. Date heating system last maintained? We do require a service agreement for heating system including parts and labour .			

24. Does the property have a current Energy Performance Certificate (EPC)?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		
25. What distance is the property from the local health centre or GP		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
26. What distance is the property from nearest primary school?		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
27. What distance is the property from the nearest secondary school?		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
28. What distance is the property from shops?		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
29. What distance is the property from a bus stop?		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
30. What distance is the property from a rail station?		Within 2 miles <input type="checkbox"/>	Within 5 miles <input type="checkbox"/>	Within 10 miles <input type="checkbox"/>		
<i>The Council will inspect all properties that match our current housing need and requirements to ensure that they comply with the contract specification. To help us consider your application please confirm the following:</i>						
When were the kitchen units fitted (please circle)						
a) less than 5 years b) between 5 and 10 years c) over 10 years d) over 20 years						
Does the kitchen have integrated white goods?			Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Please specify if any in built appliances:	Fridge <input type="checkbox"/>	Washing machine <input type="checkbox"/>	Cooker/hob <input type="checkbox"/>		Other (please specify)	
	Freezer <input type="checkbox"/>	Dryer <input type="checkbox"/>			
When was the bathroom suite fitted (please circle)						
a) less than 5 years b) between 5 and 10 years c) over 10 years d) over 20 years						
Does the bathroom have	Shower <input type="checkbox"/>	Bathtub <input type="checkbox"/>	Wet room <input type="checkbox"/>		Vinyl flooring/tiles <input type="checkbox"/>	
					Carpet <input type="checkbox"/>	

Please provide any additional relevant information/comments about the property:

Signed:

Print name:

Date:

Schedule of Condition

Date of application: Day Month Year

Property address..... Post code.....

Please complete the below form by ticking the appropriate boxes.

Hall Item	Condition					Comments
	N/A	New	Good	Fair	Poor	
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

Living room Item	Condition					Comments
	N/A	New	Good	Fair	Poor	
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

Dining room	Condition					Comments
Item	N/A	New	Good	Fair	Poor	
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

Kitchen	Condition					Comments
Item	N/A	New	Good	Fair	Poor	
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Units/cupboards	<input type="checkbox"/>					
Sink/Drainer	<input type="checkbox"/>					
Other						

Stairs	Condition					
Item	N/A	New	Good	Fair	Poor	Comments
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Hand rail	<input type="checkbox"/>					
Other						

Bedroom 1	Condition					
Item	N/A	New	Good	Fair	Poor	Comments
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

	Condition					
Item	N/A	New	Good	Fair	Poor	Comments
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

Bedroom 3	Condition					
Item	N/A	New	Good	Fair	Poor	Comments
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Other						

Bathroom	Condition					
Item	N/A	New	Good	Fair	Poor	Comments
Floor	<input type="checkbox"/>					
Walls	<input type="checkbox"/>					
Ceiling	<input type="checkbox"/>					
Lighting	<input type="checkbox"/>					
Woodwork	<input type="checkbox"/>					
Toilet	<input type="checkbox"/>					
Bath/shower	<input type="checkbox"/>					
Sink	<input type="checkbox"/>					
Other						

Keys provided	Please tick	No of sets provided	Comments
Porch	<input type="checkbox"/>		
Front door	<input type="checkbox"/>		
Windows	<input type="checkbox"/>		
Garage	<input type="checkbox"/>		
Shed	<input type="checkbox"/>		
Other			

Utilities	Mains	Key Meter	Card Meter	Coin Meter	Supplier	Comments
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Item	Mains Wired	Battery powered	None fitted	Comments
Smoke alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Level	Ground	1 st	2 nd	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SCH:

Signed: Print name: Date:

Landlord:

Signed: Print name: Date:

1. Business Probity form

Please complete the Business Probity form in full and submit it with each application form to allow us to consider your application promptly.

Please confirm whether any of the following applies to your organisation.		
1. Are you VAT registered? If Yes, please provide your VAT Registration number -	YES NO	<input type="checkbox"/> <input type="checkbox"/>
2. Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
3. Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
4. Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
5. Has any employee whom you would propose to use to deliver this service been guilty of misrepresentation in supplying or failing to supply the information that may be required in this Section?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
6. Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
7. Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
8. Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
9. Has the organisation failed to fulfil obligations relating to environmental protection, employment protection and working conditions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES NO	<input type="checkbox"/> <input type="checkbox"/>
10. Are you, or any member of your family employed by Solihull Metropolitan Borough Council or Solihull Community Housing? If yes, please provide details. (This is for information only and has no effect on the outcome of the application).	YES NO	<input type="checkbox"/> <input type="checkbox"/>

Signature: Print name: Date:

2. Standard Insurance Letter (example only)

Date:

Dear Sir

Insurer:

Policy Type:

Policy Number:

Address of property:

We confirm and acknowledge that the above policy:

(a) Is the subject of a lease arrangement between and

.....

(b) Covers the above property which will be used by Solihull Metropolitan Borough Council for rehousing persons under the control of the Solihull Community Housing. I, and under the terms of the lease the Landlord is responsible for arranging insurance on the property, including fixtures and fitting, on an 'All Risks' basis.

(c) Has a Public Liability Insurance to a minimum of £2 million in respect of any one incident and includes an Indemnity to Principal Clause in favour of Solihull Metropolitan Borough Council and Solihull Community Housing.

Yours faithfully,

Signature:

Print Name:

3. Declaration

Date:

Name of Landlord/Owner:

Property Address:

I confirm the above application form has been completed in full and that the details provided are correct.

I now wish you to proceed with my application to consider the above noted property for inclusion within the Private Sector Leasing Scheme. I confirm I understand the criteria as detailed within the Contract Specification and I will comply with the process of assessment which may result in a Lease contract between Solihull Metropolitan Borough Council, Solihull Community Housing and I, the Landlord/Owner.

Signature:

Print Name:

4. Declaration of being a "Fit and Proper" Person

1. I declare that I am a fit and proper person to be accredited. I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application, in particular:

- a) Any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003
- b) Undertaken any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- c) Contravened any provision of the law relating to housing or of landlord and tenant law; or Been found to have acted otherwise than in accordance with any applicable code of practice approved under section 233.

2. Additionally in the last five years, neither I nor any person associated or formerly associated with me have:

- a) Been in control of a property subject to a Control Order under section 379 of the Housing Act 1985.
- b) Been refused a licence, had a licence removed, or breached conditions of a licence for any property in relation to a mandatory, additional or selective licensing scheme under the Housing Act 2004.
- c) Been in control of any property that has been subject to an Interim or Final Management Order or a Special Interim Order under the Housing Act 2004.
- d) Been in control of any property on which a Local Authority has carried out works in default.
- e) Been in control of any property where you have been found guilty of a criminal offence, fraudulent activities or been the subject of legal proceedings commenced by a Local Authority or other Regulatory Body (such as breaches of the Environmental Protection Act 1990, Planning Control, Compulsory Purchase or Fire Safety Requirements).
- f) Been convicted of any charges relating to harassment or illegal eviction.
By signing this document you are agreeing to Solihull Community Housing carrying out all relevant background checks with Public Protection and Income and Awards departments. No information will be shared with any third parties.

Signed: Print name: Date:

5. Landlord checklist

Documents to be provided by applicant	Please tick <input type="checkbox"/> those provided
Completed application form and property specification - part 9	<input type="checkbox"/>
Business Probity Form	<input type="checkbox"/>
Buildings and Public liability insurance of a minimum of £2m	<input type="checkbox"/>
Confirmation that lender has granted permission for property to be rented out i.e. letter on headed paper	<input type="checkbox"/>
Confirmation that insurance company is aware that property will be rented out i.e. letter (see standard letter example at Section 7)	<input type="checkbox"/>
Declaration	<input type="checkbox"/>
Declaration of being a Fit and Proper Person	<input type="checkbox"/>
Copy of current energy performance certificate (EPC)	<input type="checkbox"/>
Copy of valid central heating/boiler contract	<input type="checkbox"/>
Two forms of official identification (photocopies)	<input type="checkbox"/>
A floor plan of the property (desired)	<input type="checkbox"/>

Contact details:

As you have read our information pack and considered all the benefits of our scheme, you are invited to return your postal application to:

Paul Winwood
Private Sector Leasing Officer
Endeavour House
Meriden Drive
Solihull
B37 6BX

For further information on our Private Sector Leasing Scheme; please direct your emails to: paulwinwood@solihullcommunityhousing.org.uk or telephone 0121 717 1515

Private Sector Leasing - Frequently Asked Questions

We have compiled a list of questions which interested landlords often ask us. Please see below for some useful answers.

I am a landlord and would like to let my property to Solihull Community Housing (SCH). What do I need to do?

Start by completing the application form contained in this pack and return it to our Private Sector Leasing Officer at the address provided in the contact details section. If you have any queries about the scheme once the pack is received, they will be happy to discuss these with you over email or the telephone. Once received the process may take up to 4 weeks to complete subject to receiving all the necessary paperwork as requested in the application pack and to go through the processes.

What types of properties are SCH looking to take onto the PSL scheme?

The properties we require are based on current housing needs and are subject to change. Presently we have a demand for 2 and 3 bed family homes.

Are there any properties types you will not consider and if so, why?

Our housing needs are constantly changing. Currently we have no demand for high rise flats or flats above commercial premises. Houses of Multiple Occupancy (HMO) over 4 bedrooms are unlikely to be considered at present. However, this may be subject to change in the future.

What geographical areas are considered for the PSL scheme?

We require properties across the entire Borough of Solihull. However, we are actively sourcing properties in the South of Solihull to meet our current demand in that area.

How long is the lease period?

The initial lease period will be for 1 year with an option to renew the lease further on completion. The lease renewal is subject to all parties consent, quality of the property and the stock requirement at the time.

Can I terminate the lease before the end of the contract?

This is not possible. Once a lease is agreed only Solihull Metropolitan Borough Council/Solihull Community Housing can end the lease early by opting to use a 3 month break clause built into the terms of the lease. The reason that no break clause is offered to the landlord is to maintain stability for tenants living in the property.

If I rent my property through the PSL scheme, who will the tenants be and can I refuse?

You will not be able to choose who lives in your property for the duration of the lease. SCH will source tenants who have presented to our Home Options team as homeless or are about to be made homeless and will undergo a suitability check before being placed into your property.

How much rent will I receive if I lease my property through the PSL Scheme?

There are a number of factors that are considered. Geographical location in the borough, size, type and condition of the property are taken into consideration. PSL schemes are tied to Local Housing Authority rates (LHA) that are set by an independent body. We offer 100% of this figure to landlords as a monthly rental income. Please see the rental income examples for an indicative LHA rate for Solihull rental prices as of April 2014.

What happens if the tenants have damaged the property whilst leased through the PSL scheme?

If there are any issues of tenant negligence, the property would be inspected by the Private Sector Leasing Officer who will consult the original inventory as given at the start of the lease. If their report concluded that the fault was caused by tenant misuse then the repair would be completed by us free of charge. If the report did not find this, then you will be expected to complete the repair.

Will my property be returned to me on the date the lease expires?

We will aim to return your property to you by the lease end; however this is not always possible. If your property is returned after this date you will be paid rent until the day the keys are available for collection.

I have wooden/laminate floors do I still need to provide carpets?

Wooden floors are acceptable however either carpet or laminate flooring must be fitted to all other rooms including stairs and landing. Vinyl flooring or modern tiles are required in the kitchen and bathroom.

What about white goods and cooking facilities?

You are not required to provide these. If appliances are inbuilt they will have to meet safety standards and be in good working order and will remain the landlords responsibility.

How will my rent be paid?

The rent will be paid in advance in lump sum amounts every six months by standing order into the bank account of the landlord.

Who will pay the utility bills and council tax whilst my property is leased?

All of the utility bills will be the responsibility of the occupant and Council Tax will be paid by Solihull Community Housing in accordance with the lease.

What happens if there are any void periods during the lease period?

Any void periods will be the responsibility of SCH to cover and the landlord will still be paid the agreed rental price as set out at the start of the lease.

Will I have access to inspect the condition of the property at any time?

You may have access to the property by appointment only. This can be arranged through the Private Sector Leasing Officer at a mutually convenient time for all parties.

Can I expect my property to be in the same condition at the end of the lease?

It is likely the property will be returned to you with some 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 in conjunction with a digital photographic inventory. If there is anything which is missing or damaged above fair, wear and tear, we will pay you compensation for this.

Will I be affected if the tenant does not pay their rent?

As your tenant is Solihull Metropolitan Borough Council this situation should not arise. If our tenant fails to make rent payments, this will not have any financial impact on you.

I am a current lease holder with SCH. Is this possible to join the PSL?

Yes it is. However, any outstanding arrears and service charges will remain the sole responsibility of the current lease holder.

What are the stages of the Private Sector Leasing scheme?

Stage 1:	Landlord enquiry and application pack sent to landlord.
Stage 2:	Initial property inspection and HHSRS survey takes place. Issues raised by the HHSRS will be communicated to the landlord and terms will be agreed for a schedule of works.
Stage 3:	We should have received all of the requested paperwork. All safety checks carried out on property. (Asbestos, Gas, Electric)
Stage 4:	If any remedial works are identified from safety checks these must be completed within an agreed timeframe.
Stage 5:	Once the required works are completed; SCH will undertake a final inspection to ensure the property is ready to be taken onto the scheme. A schedule of the property will be drafted which will be entered onto the lease.
Stage 6:	SCH will carry out a digital inventory and a suitable tenant will be matched to your property from in line with our homeless procedure.
Stage 7:	The official lease will be drawn up and the landlord will be invited to officially sign.
Stage 8:	Property accepted onto PSL scheme and handed over to Home options team.