



Leasing Scheme Application

The Royal Greenwich Leasing Scheme requires quality properties in the Royal Borough and the surrounding areas to lease.

If you are interested in our Leasing Scheme, we can lease your property for at least three years, find tenants for you, collect rents and manage the tenancy.



What we offer

Guarantee Rental Income

If your property is accepted for the leasing scheme, we will guarantee your rental income for the whole of the time that your property is leased to us and you may be eligible for a one-off incentive payment for each property. We pay an agreed amount to you every month and we collect the rent from the tenant.

Grants to Landlords of leased properties

If your property needs repairs we can offer you a grant of up to £15,000 to bring the property up to the Royal Greenwich standard so that it is ready for letting.

Loans to Landlords of Leased Properties

If you agree to lease the property to us and the cost of the work is over £15,000 we can offer an interest-free loan to meet the remaining costs up to a further £20,000.

Energy Efficiency Schemes

You will receive advice and support on potential ways to reduce your property's energy consumption such as insulation measures and heating upgrades. You may also be able to participate in Royal Borough energy efficiency programmes which include accessing funding from energy suppliers towards the cost of upgrading your property through the Government's Green Deal and Energy Company Obligation schemes.


What We Ask Of Landlords

To join our scheme your property must be suitable for our clients' needs and must meet our requested standards.

You must provide us with all the documents that we request in support of your application. For example, you need to provide proof of valid gas and electrical safety certificates and subsequent certificates on expiry. All properties included in this scheme must also have an up to date Energy Performance Certificate. Further information on this requirement is available on the GovToday website:

www.gov.uk/buy-sell-your-home/energy-performance-certificates.

In addition, you need to have adequate insurance and funds for any emergency work that may be required. Landlords are also encouraged to take out service contracts for boilers. A full list of our requirements can be found in the application form.



During the period of the lease, you will be responsible for repairs and maintenance of the property. If the property is accepted for leasing, you will have access to our popular Handyperson Service who can carry out a range of minor repairs at a subsidised cost.

Condition of Properties

We inspect all properties offered to us by new landlords, although this does not guarantee acceptance onto our scheme.

Properties should be vacant and ready for letting at the time of inspection. They should be clean and safe and we will expect the decoration, fittings and flooring to last for the entire length of the lease.

If your property has been empty for a long period a number of grants are available to assist you with making it lettable.

All properties should have a cooker. We also require curtain rails above each window.

Further information

We will not offer the service to landlords who evict tenants in order to join the scheme. We will not accept properties where a tenant has been evicted recently, unless it is for serious breaches of the tenancy such as rent arrears.

Please go to the following website for details of landlord responsibilities:

www.propertyhawk.co.uk

We need to ensure that a leasing arrangement is sustainable. If it looks likely that the leasing income will not meet your mortgage repayments plus other costs, we may decline the property or request further information from you.

If your property is not suitable for this scheme you can ask us to consider your property for either our HACTRAC or Housing in Multiple Occupation Scheme.

Thank you for your interest. If you require further information please do not hesitate to contact us on 020 8921 2531.

Leasing Scheme Application Form

If you are interested in joining the scheme, please complete the following details. We will then contact you to discuss your application, and arrange to carry out an inspection or risk assessment of your property.

A Ownership Details

Landlord Name

Managing Agent (if any, a copy of agreement will be required)

Landlord Address

Telephone Numbers

Landline

Mobile

E-mail:

I am with the London Landlord Accreditation Scheme

Yes

No

If no, please state which Landlord Accreditation Scheme (if any)?

I have applied to be accredited with the London Landlord Accreditation Scheme or any other Accreditation Scheme

Yes

No



5) I have written permission from a family member (if they own the property) to manage it and written agreement to join the scheme. * **Yes** **No**

6) I have permission to let my property from my mortgage lender. * **Yes** **No**

7) I agree to provide annual mortgage statements for all loans secured on this property. * **Yes** **No**

8) Does this property have central heating? **Yes** **No**

9) A fire safety check may be carried out by London Fire Brigade (LFB) once the tenancy commences. Do you agree to carry out vital proposals made by LFB to make your property safe? Further information available at www.knowtheplan.co.uk **Yes** **No**

10) Does the property have hard wired smoke detectors smoke alarms? **Yes** **No** If so, how many?

11) I have a carbon monoxide alarm installed in each room with a gas appliance:

12) My property is free from damp: **Yes** **No**

If no, please provide details including the affected rooms and the extent of the damp



- 13) Does the property have access to a fixed TV aerial/ satellite dish/ cable/ other
(please specify)
- 14) If the property is a studio or open plan, does it have a heat detector or fire doors installed to comply with fire safety? **Yes** **No**
- 15) If your boiler is performing poorly and the EPC recommends that it is replaced due to its age and condition, will you comply? **Yes** **No**
- 16) If your EPC recommends low cost insulation measures to be installed, will you comply? **Yes** **No**
- 17) I can supply an Energy Performance Certificate (EPC).
Further information can be found at:
www.gov.uk/buy-sell-your-home/energy-performance-certificates **Yes** **No**
- 18) I have an electric certificate (NICEIC or NAPIT)
Further information can be found at:
www.niceicdirect.com or www.napit.org.uk **Yes** **No**
- 19) I have a gas safety certificate ("Gas safe", if in date).
Information on the certificate can be found at:
www.gassaferegister.co.uk/advice/renting_a_property/for_landlords.aspx **Yes** **No**
- 20) My property has buildings insurance and the insurers are aware the property will be let.* **Yes** **No**
- 21) I agree to provide the Royal Borough with information required to enable them to recover any money owed by the tenant or others in relation to this letting. **Yes** **No**
- 22) Are you happy to receive any Royal Borough of Greenwich News updates? (*Your details will not be shared with any third-parties*) **Yes** **No**

C Fit and proper landlord questions

It is necessary for the Royal Borough to be satisfied on a number of points, as below, to demonstrate that you are “fit and proper” person to let properties.

Please tick the boxes which apply:

Have you, or anyone who will be involved in the management of the property:

1) Committed any offence involving:

- Fraud or dishonesty (including benefit fraud).
- Violence.
- Illegal drugs.
- Matters listed in Schedule 3 of the Sexual Offences Act 2003 - see link to legislation: www.legislation.gov.uk/ukpga/2003/42/contents or
- Received a caution, informal reprimand or formal warning in respect of any of the above?

2) Practiced unlawful discrimination on ground of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender re-assignment in connection with the carrying on of any business?

Yes No Not sure

3) Been found guilty of an offence relating to housing or landlord and tenant law?

Yes No Not sure

4) Been found guilty of an offence relating to any applicable code of practice for the management of a house in multiple occupation approved under Section 233 of the Housing Act 2004 (c)?

Yes No Not sure

5) I have a valid Disclosure and Barring Service (DBS) check [formerly known as a Criminal Record Bureau (CRB) check]

Yes No

If the answer is ‘yes’ or ‘not sure’ to any of the above questions, please give full details in the boxes overleaf.



Further details relating to 'fit and proper' person disclosure

Question 1

Question 2

Question 3

Question 4

Thank you for completing this form. By signing the application form, you are giving permission to carry out further enquiries, if required.

If you have several properties that you wish to rent through the scheme, you will need to send details of all properties on separate application forms.

* Proof will be required and MUST be provided before any tenancy can commence. It is therefore essential to gather as much information as possible before the inspection.

Please also have proof of your Landlord Accreditation or DBS (if applicable) Please email this form, together with a completed BACS form sent with this pack, to: ***hactrac@royalgreenwich.gov.uk*** or post to:

FREEPOST RSSR-SYAH-SLZS
Housing Services and Procurement Team, Third Floor
Woolwich Centre, 35 Wellington Street. SE18 6HQ

Signed

Date



Landlord BACS Application

Return to: Revenues and Benefits Service

Tenant's Name:

Tenant's Address:

HBIS Ref:

Team:

Landlord's Details: (Please Complete In Black Ink)

Your Name:

Your Address:

Postcode:

Telephone:

Bank/Building Society Details:

Your Bank/Building Society Name:

Bank/Building Society Address:

Account holder's Name:

Bank/Building Society Account No:

Bank/Building Society Sort Code:

I understand that I may be asked to repay any monies that have been overpaid to me.

It is important that you inform the Finance Department immediately if your bank/building society account details change in any way.

Signed

Date



For Office use only

BACS Application Checked by:
(Benefits Assessor)

BACS Application Authorised by:
(Team Leader)

(SBO)

For Payment Control use only

Landlord Ref:

Creditor Ref:

Actioned by:

Actioned on: