



Grants for Landlords

This leaflet sets down information about financial help that may be available to meet the cost of major repairs and improvements to your property.

To be eligible you need to own a property within the Royal Borough of Greenwich that is available for letting and be willing to either:

- Lease your property to us for a period of three years
- Or accept tenants that we find for you and let the property in line with our requirements for at least three years. You will need to be willing to charge rents in line with the maximum that is eligible for Housing Benefit.

This financial help is only available if your property is needed for tenants under our Royal Greenwich Landlord Scheme. The size, type and location of the properties we need may change from time to time.

If your enquiry is regarding an HMO, please contact us on 020 8921 2614 for guidance.

For more information about our leasing and private renting schemes go to our website at www.royalgreenwich.gov.uk/landlordscheme or contact our procurement team by phone on 020 8921 2531 or by email to: HACTRAC@royalgreenwich.gov.uk

How much is available?

We can offer a grant of up to £15,000 for each unit of accommodation (house or flat).

If you own a property that is to be let as a House in Multiple Occupation (HMO) grants of up to £5,000 per room or bedsit are available plus up to a further £15,000 for any work needed to the communal areas. Or up to £20,000 if your property has 5 or more bedsits/rooms. The maximum total grant available for a HMO is £50,000.

What costs does the grant cover?

Our building surveyor will carry out an inspection of your property and you will be given a schedule of the work that will need to be done to get the grant. The schedule will have costs against each item. The maximum grant that we can offer will be equal to the sum of all the items on the schedule of work.

However, where the total is more than the maximum grant of £15,000, you will have to meet the additional costs from your own resources.

The schedule will include all the work that we think needs to be done to bring your property up to the Royal Greenwich Property Standard. For more details of the standard go to our website at: www.royalgreenwich.gov.uk/landlordscheme

The grant may also include other costs which might need to be incurred to bring the property up to our required standard and make it ready for letting. These might include, building control fees, professional fees and the costs of obtaining; an Energy Performance Certificate; periodical inspection report for the electrical system or Gas Safety Certificate. These will be listed for your particular property on the schedule of work.

Royal Greenwich Landlord Grants Agency Service

It is a condition of the grant in most cases that applicants use Royal Greenwich's Agency Service which facilitates the smooth progression of your case from enquiry to completion of works by utilising the expertise of Royal Greenwich.

The exceptions to employing the services of the Agency Service are where the application is regarding a House in Multiple Occupation (HMO) or where a larger and more established landlord is experienced with carrying out building works and has ready access to building contractors.

The fee for Royal Greenwich's agency service is £1,000 plus VAT and will be automatically added to the grant. This is to cover the cost of an appointed and named Royal Greenwich surveyor who will oversee the work plus the help of a caseworker.

As part of the agency service the surveyor will produce a specification of the proposed work. The cost of this will be worked out using set prices which have been agreed by a group of builders so that there is no need to get any estimates. We will add 15% as a contingency sum to allow for any unforeseen work which might crop up while the works are in progress. We will also add any other identifiable costs such as agency fees or building control fees.

Before the work starts we will hold a meeting at your home which is called a pre-contract meeting. The surveyor will come to the meeting with the contractor and you to talk about how the work will be done. At the meeting a start and proposed

finish date for the work will be agreed and you will have the opportunity to discuss any problems or worries which you may have. You will be asked to sign a contract with the builder (Home Improvement Agency Contract Agreement or other as advised).

This is a standard form of contract commonly used for this type of work and is designed to provide protection for you and the contractor by setting out the roles and responsibilities of all parties and what will happen if things go wrong. You will be provided with a copy of the contract. You have a legal right to cancel this contract within 7 days of signing it.

The Royal Greenwich named surveyor will act as Contract Administrator. This means that they will visit regularly to check the work and give instructions to the contractor about how the work is to be done or in consultation with you, agree any extra work. To avoid confusion all instructions to the builder about the work must go through the surveyor. This means that the builder will not be able to take instructions directly from you, for example about doing any extra work, unless the work is being paid for by you outside of the grant.

How the Grant will be paid

The surveyor will also check the work before any payment is approved. You will be advised when a payment is being made in case you have any concerns. If you do, we will try to sort these out before the

payment is released. If we feel that you are unreasonably refusing to agree to the release of a payment we reserve the right to make a payment in accordance with the terms of the contract.

The grant will be paid direct to the builder once work has been completed to the Royal Borough's satisfaction. This might be upon completion of all the work or in stages if the work is very extensive.

It is your responsibility to repair and maintain your property, however under the building contract the builder will be responsible for any problems which have arisen due to poor workmanship or faulty materials for a period of six months after completion of the work. This is called the defects liability period.

Summary of main points for Royal Greenwich's Agency Service

- Fee at £1,000 + VAT which is automatically added to the grant subject to the maximum grant limit
- Appointment of Royal Greenwich surveyor to act as and perform all the duties of the Contract Administrator as provided for in the Contract.
- Provision of the services of a grants caseworker to assist the Applicant with making an application for the grant.
- Inspection of the property to determine the works required and those eligible for the grant.

- Preparation of a Schedule of Works that are to be carried out at the property.
- Costs worked out using set prices from approved builders to which a contingency sum of 15% and agency fees will be added.
- Selection and appointment of a contractor from Royal Greenwich's approved list to carry out the work.
- Meeting held to talk about the work before the builder starts.
- Written contract between you and the builder with the Royal Borough acting as 'contract administrator'.
- All instructions to the builder about the work to go through the surveyor.
- Surveyor checks the work and grant payment made direct to the contractor after works have been completed to Royal Greenwich's satisfaction.
- Problems directly as a result of issues with the builder or materials are covered for six months after the works are completed
- Landlord responsible for on-going repairs and maintenance

How do I apply?

Fill in the form enclosed or download the form from our website at:

www.royalgreenwich.gov.uk/landlordscheme

After we receive your application and before we inspect your property we will need to carry out some preliminary checks to make sure the property meets our requirements.

We will check:

- That you own the property by requesting proof from the Land Registry. There is a small fee for this which we will add to your grant.
- That there is no outstanding enforcement action that has been taken against the property by our Environmental Health Residential Team.
- That you do not have a history of poor management, illegally evicting or harassing your tenants.
- That you do not have significant debts that you owe to the Royal Borough, for example, Council Tax arrears.
- Any other checks that we think are appropriate to your case.

We will ask you to provide:

- Confirmation from your lender, (if you have a mortgage) that they have given permission for your property to be let and that you are not in arrears.

- Confirmation of your buildings insurance cover and that it applies to a property that is to be let.
- Confirmation of the terms and conditions of your lease (if the property is leasehold) and that the freeholder has given permission where appropriate.
- Any other information that we think is appropriate to your case.

Once all the preliminary conditions have been satisfied and your property has been inspected we will send you an offer letter confirming all the terms and conditions of the grant and the schedule of work that needs to be done. The letter will include a date by which the work will need to be completed and paperwork submitted to us in order for you to get the grant. You will be asked to confirm in writing to us that you accept all our terms and conditions.

How will the grant be paid for non-agency cases?

After you have received our offer letter and schedule of works you will need to arrange for a properly qualified person to undertake the work. Once the work has been completed you need to notify us and submit to us invoices or receipts, and where relevant, certificates covering all areas of the work. However, you will be responsible for paying the contractor for the work that has been done under your contract with them.

The invoices or receipts will need to be from a bona fide contractor as follows:

- On company headed paper.
- Showing the company name.
- Showing the company address.
- Showing the address of the property where the work was carried out.
- Listing the work that has been completed and how much is due or has been paid for each item of work.
- Showing the total amount due or that has been paid.
- Showing the companies VAT registration number and membership details of any professional bodies.

Here is a summary of the main terms and conditions:

- You must be the owner and remain so throughout the condition period of three years.
- You must provide us with all the information we have requested and not supply false or misleading information.
- Unless we have made an alternative arrangement with you, you must within a period of 28 days of completion of the work, either accept tenants nominated by us, or enter into a lease with us.
- You must comply with all the terms and conditions of the Royal Greenwich Landlord Scheme.
- You must agree to accept tenants nominated by us for a period of three years following satisfactory completion of the work.
If the property becomes vacant anytime during the three years you must notify us within a reasonable timescale and accept replacement tenants offered by us.
- You must provide us with information when we request it within a reasonable timescale that proves to us that you are complying with the terms and conditions of the assistance

If you breach any of the previous terms and conditions we will have the right to ask you to repay the grant in full with interest within 28 days of our request. The interest charged will be set at the Bank of England rate plus 4%.

Under what circumstances might I have to pay back the grant?

If you meet all our terms and conditions you will not have to repay the grant. The conditions last for three years from the date that we say the work has been completed to our satisfaction.

How to contact us

If you need any further information about the grants that are available you can contact us as follows:

By phone: 020 8921 2614

By email: home-improvement@royalgreenwich.gov.uk

By letter:
Disability & Home Improvement Team
Floor 2, The Woolwich Centre
35, Wellington Street
London SE18 6HQ

Or via our website:
www.royalgreenwich.gov.uk/landlordscheme

If you need any further information about the leasing or renting out your property via the Royal Borough contact us as follows:

By email:
HACTRAC@royalgreenwich.gov.uk

By phone: 020 8921 2531

By letter or in person:
Housing Procurement Team
The Woolwich Centre
35, Wellington Street
London SE18 6HQ

For information about any of these services visit our website at:
www.royalgreenwich.gov.uk/housing



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