Action HOUSING



Private Sector Leasing

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Action's Private Sector Leasing Scheme was established to provide much needed housing for individuals and families facing homelessness. Through the scheme, properties are leased from private landlords and property investors and sublet to those in need of housing.

The main aims of the scheme are to:

- Provide a good letting experience for the owners of properties.
- Improve housing and conditions for people renting accommodation.
- Provide more secure accommodation.
- Bring empty properties back into use.
- Keep the use of bed and breakfast accommodation to a minimum.
- Increase the numbers of supported accommodation for those in need.

What type of property is suitable?

Action are interested in smaller units of accommodation such as studios, one bed and two bed properties, preferably near local amenities.

Properties must be fully self-contained.

Properties can be flats or houses. We will consider flats situated above shops but we cannot lease flats situated over pubs, restaurants, fast food outlets, or other similar operations. We also cannot accept properties where a bedroom is accessed through the kitchen or bathroom.

Minimum Standards

The property must meet Action's minimum standards.

Before taking on a property we would need to see:

- Proof of ownership
- Gas safety certificate
- Electrical safety certificate
- Energy performance certificate (minimum rating of C)
- Boiler service less than 6 months old
- Details of any work done on the property to address asbestos, damp, subsidence etc
- Building control details for any conversion work
- Mains wired heat and smoke detectors (heat in the kitchen, smoke elsewhere)
- Fire safety door on the kitchen
- Suitable flooring throughout
- Decorated to a minimum standard
- Low maintenance garden

About the lease

The lease is between the property owner and Action Housing. Our solicitors have carefully drawn up the lease to comply with housing legislation. The lease explains what the obligations are for the landlord (the owner) and tenant (Action). We offer a fixed term three-year renewable lease with break clauses for both the owner and Action Housing.

What do Action offer to owners?

Your property would be managed by Action Housing and you would have no direct dealings with the sub-tenants.

Action will:

- Pay you a guaranteed monthly rent for the term of the lease, even if your property is empty. This is paid monthly in advance.
- Carry out regular inspections and tenancy management.
- Take care of responsive repairs and maintenance.
- Attend to annual gas safety check and electrical checks as required.
- Make good any damage caused by occupants.
- Return your property in a similar condition as at the start of the lease (less fair wear and tear and excluding carpets, curtains and built-in appliances).

Action will not be responsible for structural work, boilers or roof repairs, and these must be in good condition before Action take on the property. Action will also not be responsible for Japanese Knotweed

Payments to owners

Action typically pay 80% of market rents for a property. This is due to the rent we charge to tenants being limited by the Local Housing Allowance rate for the area, our maintenance, repair and property management liability.

Payments are guaranteed for the entire length of the lease, including voids. There are no administration or legal fees. Payments are made monthly.

Rents are negotiable, in some areas due to government funding, we have been able to offer within reason market rents. Please speak to us about this.

How long does it take?

Once the property is empty and ready to lease, we will visit and compile a Schedule of Condition report as a detailed record of the property at the start of the lease. Photographs will also be taken as proof of the overall standard and stored on our computer system.

The schedule will be included in the Lease Agreement to be signed by both parties. After the schedule is carried out we will discuss any works that may be required with you. Normally this will take approximately 3 to 4 weeks.

Preparing the property

Having made the decision to enter into negotiations with Action, owners need to make preparations:

- If your property has a mortgage, you need to get consent from the lender to lease.
- If your property is leasehold, consent to lease should be obtained from the Freeholder.
- You will need to cover the property with Landlords Buildings Insurance, which should be renewed annually, with a copy sent for our records.
- If we have asked for works to be carried out before the lease commences. Action will need to re-visit the property to ensure they have been completed before signing the lease agreement.
- All contents must be removed, and rubbish cleared, including from the garden and any outbuildings. It is an advantage if carpets or curtains are left in a property, but these cannot be guaranteed at the end of the lease.
- Should you wish to leave any furniture in the property, again this will be noted on the schedule and Action will take these to be gifted to future tenants and not replaced at the end of the lease. Any soft furnishings such as beds, sofas etc need to have a fire safety sticker, otherwise they will need to be removed depending on their age. They may also not be replaced at the end of the lease term.
- The property should be clean and tidy, particularly the kitchen and bathroom.
- You should contact the utility suppliers, including water, telephone, cable operators, gas and electric and supply meter readings. You should also advise Council Tax that the property is being leased by Action.
- If the property has pre-payment utility meters, they MUST be in credit with any keys/cards etc handed over to Action to allow a smooth transition for new tenants.
- All boundaries, fences, walls and gates should be safe, secure and suitable for the duration of the lease.
- Gardens should be tidy and clear from hazards.
- Should you wish to install white goods within the property, they need to be in good working order.

Property Handover

A member of staff will meet you at the property on the agreed lease date to take possession of keys and sign leases.

There is a one week rent free period written in the lease. This is to allow our Estates team to check the property,
change over utilities, confirm the boiler is in good working order and stock the property.

If there are any repair issues, the landlord will be expected to resolve these and Business Development will liaise with you about this.

Contact during the term of the Lease

Once the property has been handed over to Action we will liaise with the tenants and carry out any day to day management.

Our Estates and Facilities team may contact you about any large ticket repair items such as boilers, guttering, burglar alarms, fire alarms etc, but other than that you will receive very little contact from us.

If you have any further questions or queries, please do not hesitate to contact:

info@actionorg.uk

