

Temporary Accommodation Leasing Scheme

Information for Landlords

Overview

This scheme is perfect for landlords who want to take a step back and have very little involvement with tenants.

Your property will be leased to Conwy County Borough Council (CCBC) and will form part of their 'temporary accommodation' portfolio. CCBC will pay a guaranteed rent each month directly to you, regardless of whether or not the property is occupied or the tenant pays their rent. CCBC will also rectify tenant damage at no cost or inconvenience to you.

You would retain responsibility for general Landlord repairs (both inside and outside), replacing items worn over time (fair wear and tear), keeping the gas and electrical safety certificates up to date, arranging an annual Landlords insurance policy and regular Fire Risk Assessment/fire alarm/emergency lighting/fire extinguisher testing (if applicable) as well as ensuring any HMO Licence is valid (if applicable).

CCBC employ Cartrefi Conwy to handle the day-to-day management of the property and as part of this they undertake regular inspections, monitor tenant activity closely and promptly deal with any issues. Cartrefi Conwy will also be responsible for putting right any tenant damage caused by the occupants and for carrying out work in between tenancies. Work that is carried out when your property is empty under the leased service includes:

- Cap off of the gas supply for the empty period
- Complete gas safety check when the new occupier moves in
- Electrical Safety check
- Lock Change
- Property Clearance and Clean

Property standards

Properties are required to meet Fitness for Human Habitation standard (FFHH).

Below are some examples of the standards we require, however a full inspection and report will be carried out, to determine what works need to be completed to comply with this standard before a Lease can begin.

Requirement	Y/N
The property must be structurally stable and free from disrepair	
The property must be free from damp and mould	
The staircase and balustrade must be safe	
A mains powered smoke and heat detection system suitable for property size, type and layout must be installed	
External doors and windows must give a reasonable level of physical security and be adequately draught proofed	
Child restrictors should be fitted to all windows first floor and above - they should limit the opening to no more than 100mm but must be capable of being easily over-ridden by an adult in the event of a fire (without a key)	
All glazing within 800mm of the floor, within internal and external doors, within 300mm of doors and shower screens etc should meet BS EN 12600 regulations (safety glazing)	
A CO alarm should be in each room where there is a gas appliance	
Internal doors should open and close to the latched position with ease. All door handles should be present and working	
The hot water tank must be effectively insulated	
The kitchen should be in good working condition	
The bathroom and WC facilities should be in good working condition	
There should be a working shower (this can be an over bath shower)	
Thumb turn locks required on all external doors	
If there is a garden it must be easy to maintain, reasonably private, safe and suitable for young children to play in	
An asbestos survey (conducted by the Conwy Council) will be required	

The above is not an exhaustive list

Requirements for landlords wanting to join the scheme

To lease your property on the scheme you will need to provide/meet the following:

Requirement	Y/N
Meet mandatory property standard requirements (FFHH) – please see 'Property Standard' section above	
Provide Gas Safety certificate (if gas present)	
Provide satisfactory Electrical Safety certificate	
Provide Energy Performance Certificate - the energy efficiency of the property must be rated E or above.	
Provide Landlords and Buildings insurance policy – you should ensure your insurer will allow a Lease to the local authority and that this is stated in the terms or by covering letter from the insurer/broker. There should be no restrictions on tenant type or any obligations to carry out certain checks on tenants (ie. credit checks).	
Provide a copy of Land Registry document to confirm ownership of property	
Provide X2 forms of ID for all legal owners	
Where relevant, provide written permission i.e. letter/email, confirming that your mortgage lender agrees to you leasing the property through the Scheme	
Be responsible for paying any service charges related to the property and any external works to the property	
Fire Risk Assessment, Fire Alarm certificate, Emergency Lighting certificate, Fire Extinguisher certificate (if applicable)	

What you can expect from us

- We will complete an inventory at the start and, at the end of the lease period, the property will be returned in the same condition – subject to any wear and tear.
- The rental amount is guaranteed and is paid to you every month, direct from Conwy Council, in advance. If the property is unoccupied or if the tenant doesn't pay their rent, this does not impact you at all.
- There are no management fees or deductions from the rent. Typical estate agent fees for letting are 10% - 15% of the rent collected (plus VAT in some cases). Lots of agents also charge a fee for finding and signing-up the tenant.
- It's a very hands off arrangement. You receive a fully managed service and do not need to have any direct contact with the tenant yourself.
- We will regularly inspect properties, monitor tenant activity, and promptly deal with any issues, should they arise.
- Any damage, or excessive wear and tear caused by the tenant will be rectified at no cost or inconvenience to you.
- You have no liability for utility bills or council tax during vacant periods. Conwy Council remain liable for any periods between tenants (until the time the property is handed back).
- You have no Legal/Court costs. If notice needs to be served on the tenant, we will arrange this and cover the cost of any legal action and the property would be handed back to you with vacant possession (unless agreed otherwise).
- You have no Rent Smart Wales obligations with this leasing scheme. Properties let on the open market must be registered with Rent Smart Wales and renew the registration every 5 years. Landlords who manage their own tenancies must also be licensed

Rent Guarantee

The rent is guaranteed to be paid to you for 12 months of the year, regardless of whether or not the property is occupied. The amount of rent you will receive is equivalent to the Local Housing Allowance for your property size. In some circumstances this may be less than the market value, however there are no management fees payable and no deductions from the rent and therefore the amounts stated below are the amounts you will receive each month.

The rates we offer for properties on the Scheme are:

1 bed = £393.90 per calendar month

2 bed = £548.51 per calendar month

3 bed = £648.22 per calendar month

4 bed = £852.67 per calendar month

Please contact us to discuss properties which have 5-bedrooms or more.