

Haringey Home Finder Scheme

Information for Landlords and Agents

If you are a private landlord or agent looking to let your property this leaflet will tell what you need to know about the Council's Home Finder Scheme.

The Home Finder Scheme is run by the Private Sector Lettings Team at Apex House. We have set up the Scheme to help prospective tenants who are looking to find good quality, affordable homes to rent in the private sector.

We offer a professional service whereby prospective tenants are offered to landlords free of charge, along with support and guidance through the lettings process should you need it.

When you grant a tenancy to one of our clients we will pay you a substantial sum as an incentive payment. The Home Finder Scheme incentive payment is a one off, non-refundable lump sum which is yours to keep!

All our prospective tenants are pre-screened to ensure that they can afford to pay their rent. We provide all the necessary paperwork including the tenancy agreement, offer a free sign-up service and help with housing benefit if required.

In addition, if you find that you have any problems during the tenancy we have a Housing Advice Team who will be available to advise and assist you and your tenant.

Contact details are at the back of the leaflet.

The Home Finder Incentive Payment

The amount of the incentive payment we offer will depend on the length of the tenancy and where the property is situated.

Type Of Contract	Incentive Payments
1 Year Assured Shorthold Tenancy Contract or Common Law Tenancy*	Incentive payment equivalent to 8 weeks rent
3 Year Assured Shorthold Tenancy	Incentive payment equivalent to 11 weeks rent
If the property is located in the London Borough of Enfield	A sum of 4 weeks rent will be paid in advance plus an incentive payment of £500

*An Assured Shorthold Tenancy (AST) is a tenancy that has an annual rent below £25,000. A Common Law Tenancy will be used for any tenancies that have a rent above £25,000 a year.

The rent you charge must be within the Local Housing Allowance applicable to the area and the size of the property. To find up to date LHA (Local Housing Authority) rates please go to this website: www.lha-direct.voa.gov.uk. Alternatively you can call and speak to any member of the Private Sector Lettings Team and we will be more than happy to assist you with any of your queries.

Property Standards

All properties put forward for the Home Finder Scheme must be in good condition and must comply with all relevant Health and Safety legislation before we can introduce you to any prospective tenants. Our Property Inspection Checklist will enable you to see whether your property will meet our standards – it is attached as an Appendix at the end of this leaflet.

We have trained officers who will carry out an inspection of your property. They will let you know if anything is required in order to meet our standards, and will give you, if necessary, a schedule of works which you will need to complete if you wish to proceed with letting your property through the Scheme.

Landlords will need to notify their mortgage company/insurance company and also the head-lease/freeholder of the property to be rented. We will need to have a recent copy of the Land Register before we can let your property and a mortgage statement which must be no more than three months old. This is to demonstrate that you are not in arrears on your mortgage which could lead to the eviction of your tenants.

If you are thinking of buying a property that you intend to let through the Scheme and you want additional help and advice please do not hesitate to contact one of our procurement officers on **020 8489 4726**. We will be very happy to advise you about our minimum requirements and property standards.

Once your property is ready for marketing we will take professional pictures of the accommodation and create a property details sheet to start advertising your property.

Prospective Tenants

- We will assess prospective tenants to ensure they are eligible and suitable for the scheme and will check their entitlement to housing benefit. If clients are working we will calculate how much rent they will have to pay out of their income and make sure that they can afford to pay.
- Once the tenant has qualified for assistance we will check the accommodation we have on our books and match them to properties that are suitable for their needs and in the area they want.

- When we have successfully matched a tenant to your property we will ensure that all the necessary forms are completed and we will offer a fast-track service for housing benefit assessments where necessary.

The Sign-Up Process

- We will provide the tenancy agreements for you and the tenant to sign.
- At the sign-up we will give the tenant copies of the Health and Safety certificates you have provided, your inventory and the schedule of conditions at the start of the tenancy.
- The tenant will sign the tenant conduct form and you will be expected to give them a minimum of one set of keys per tenant.
- Agents will need to provide a Certificate of Company Registration at this stage.
- You will receive your Home Finder Scheme incentive payment within 28 days of all the paperwork being received.

Tenancy Support Service

We provide ongoing support to both landlords and tenants. We have a Housing Advice Team who can give expert advice on a range of tenancy matters. If you need assistance during the tenancy please do not hesitate to contact our Housing Advice Team on **07792 437519**.

Accredited Landlord Scheme

If you are not already an accredited landlord/agent this may be of benefit to you. For further information on the London Accredited Landlord Scheme please visit the official website on:

<http://www.londonlandlords.org.uk>.

Agents

Our Lettings Officers are qualified to carry out sign-ups between tenants and landlords, but we also have a number of agents trained to work with us and carry out sign-ups on our behalf. If you are not already one of these and think you may be interested in being one of our trained agents please contact us on **020 8489 4726**.

The Private Sector Lettings Team

We aim to provide a professional and efficient service to ensure that landlords, agents and prospective tenants get the most out of the Home Finder Scheme.

- We will do our best to answer our telephones within 15 seconds.
- We will reply to all enquiries within two working days.
- We will provide landlords and agents with regular updates on the progress of the letting of their property.

If you wish to discuss any aspects of our service please do not hesitate to contact the Private Sector Lettings Team by emailing

privatelettings@haringey.gov.uk

or by calling

020 8489 4726

Strategic and Community Housing Services
1st Floor, Apex House
820 Seven Sisters Road
London
N15 5PQ
Tel. 0208 489 5643
Fax: 0208 489 4340
www.haringey.gov.uk

We also welcome feedback from landlords and agents on the Home Finder Scheme. Even if you feel that the Scheme is not right for you, we would be pleased to hear from you.

Appendix

Property Inspection Checklist:

All properties put forward for the Home Finder Scheme must be safe and healthy for occupiers.

Décor, floors and ceilings must be clean and in good decorative order. The fabric of the building and all equipment and sanitation must be in a good state of repair. Properties must have adequate heating, ideally controllable central heating, and be free from damp.

Gas Safety

Gas boilers and cookers must have a current Gas Safety Register issued by a registered Gas Safe Register engineer – please see the website at: <http://www.gassaferegister.co.uk>

Fire Safety

The 2004 Housing Act requires that there must be adequate means of escape in the event of a fire.

There must be at least one mains fed operated smoke alarm in each hallway/landing of the property.

If your property is considered to be a House in Multiple Occupation (HMO) and subject to licensing, you must comply with the conditions in relation to fire safety.

All furniture and furnishings must meet the Furniture and Furnishing (Fire) (Safety) Regulations 1993 or BS 7717 (Mattresses only).

Electrical installations

You will need to have an NCCEIC Electrical Safety Certificate, and an Energy Performance Certificate.

You can check out information about Health and Safety legislation at <http://www.direct.gov.uk>.

Kitchen

- The cooker must be in a good working condition. All gas cookers must have been checked as part of Gas Safe Register.
- A suitably sized, clean fridge-freezer should be provided, in good working order.
- Work surfaces must be without blemishes and in a good hygienic condition.
- The kitchen must be in good decorative order.
- The kitchen must be fitted with a half hour self closing fire resistant internal door to meet Building Standards 476 Part 22.

Hallway and landing(s)

- All décor and flooring must be clean and presentable.
- All fixtures and fittings must be presentable and in good working order.

Bedrooms (the standards below apply to each bedroom)

- All décor, floors and ceilings must be clean and of a good decorative standard.
- All fixtures and fittings must be presentable and in good working order.
- Single bedrooms should have two double sockets
- Double bedrooms should have three double sockets

Bathroom and toilet

- Walls must be free from damp, mould or condensation and must have adequate ventilation. If no window is available, extractor fans must be fitted. Existing extractor fans should be in good working order.
- All fixtures (tiles, taps, baths, showers, toilets, sinks etc) must be in good working order and mould-free.

Living room/diner

- Furniture must be clean and in a suitable condition which meets the Furniture and Furnishing (Fire) (Safety) Regulations 1993.
- All fixtures and fittings must be presentable and in good working order.
- Four double sockets should be provided.
- Light fittings must be provided.

Minimum furniture requirements:

Double Bedroom:

One double bed (mattress must be new)
One wardrobe
One chest of drawers

Single Bedroom:

One single bed (mattress must be new)
One wardrobe
One chest of drawers

Living Room:

Three piece suite (must comply with Furniture and Furnishings (Fire) (Safety) Regulations 1993.
Dining table and four chairs

Kitchen:

Fridge freezer

Washing machine

Oven/Cooker

Other requirements

- Where there is less than 110cm between the floor and window sill for any window above the ground floor, window restrictors must be fitted so that the window can not open more than 15cm.
- Curtains, blinds or nets in good condition must be provided for all windows.
- The garden, if any, should be tidy and maintained to a suitable standard.
- The entrance to the property and driveway, if any, must be suitably lit.
- There must be no fall or trip hazards.
- There must be no polystyrene ceiling tiles, and an Asbestos Report must be provided if the team requests it.

Shqip

Kjo Pako e Gjetjes së Shtëpisë për Pronarë Shtëpish jep informata mbi standardet e pronave dhe procesin e inkuadrimit. Për një kopje në gjuhën tuaj, ju lutem plotësoni formularin e mëposhtëm dhe dërgojeni tek adresa me postim falas.

Polski

Niniejszy pakiet dla właścicieli domów i mieszkań zawiera informacje dotyczące standardów lokali wynajmowanych oraz dane na temat procedury wpisu. Aby otrzymać pakiet w języku polskim należy wypełnić formularz poniżej i odesłać go bezpłatnie na podany adres.

Français

Ce dossier « Homefinder » pour les propriétaires fournit des informations sur les normes des logements et le processus d'inscription. Pour en recevoir un exemplaire dans votre langue, veuillez compléter le formulaire ci-dessous et le renvoyer à l'adresse en port payé.

Soomaali

Xidhmadan guri helista ee loogu talagalay dadka guryaha lihi waxa ku qoran macluumaad ku saabsan heerarka guryaha laga rabo iyo nidaamka loo kala saxeexo. Si aad u hesho koobbi luqaddaada ku qoran, fadlan buuxi foomka hoose oo ku soo celi cinwaanka boostiisu lacag la'aanta yahay.

Kurdî Kurmancî

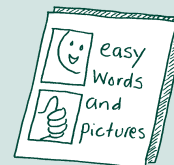
Ev Pakêta Xanî Bîner a ji bo Xwedî Xanîyan li ser standardên milk û pêvajoya qeydbûnê agahîyê dide. Heke hun kopîyeke wê ya bi zimanê xwe dixwazin, ji kerema xwe forma jêrîn tije bikin û ji navnîşana posta bêpere re bişînin.

Türkçe

Bu Homefinder Paketi Ev Sahipleri için konut standartları ve imzalama prosedürü hakkında bilgi içermektedir. Türkçe kopyasını edinmek için lütfen formu doldurarak aşağıdaki ücretsiz posta adresine geri gönderin.

Please tell us if you would like a copy of this document in another language that is not listed above or in any of the following formats, and send the form to the Freepost address below.

- In large print On audio tape In Braille
- In another language, please state:



Name: Tel:

Address:

Email:

Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council,
Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

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Homefinder - Landlords



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