

Private Sector Leasing

Swindon Borough Council acknowledges the important role of private sector landlords as providers of accommodation in the town.

For a number of years the Homelessness team has secured private sector houses for homeless families. As a result of this success the team is now able to offer you:

- **Guaranteed 3 year rental**
- **Free full tenancy management**
- **Free property management**

What rents are payable?

Self-contained studio flat:	£385
One-bed flat:	£465
Two-bed flat:	£535
One-bed house:	£475
Two-bed house:	£550
Three-bed house:	£575
Four-bed house:	£625

How can I apply?

If you decide you would like to apply, please send us your completed:

PSL Application Form
Insurance Verification Form
Lender Permission Form

With **original copies** of current:

Satisfactory Landlord's CORGI gas safety certificate
Satisfactory Landlord's NICIEC Electrical safety certificate
British Gas 3 star contract
Land registry proof of ownership and details of any charges against the property

Legal checks

We then contact your insurance company and mortgage provider for written verification:

- that your buildings insurer will issue you cover under the policy without imposing restrictions on the type of tenants and that the amount of cover is adequate and includes public liability
- from your mortgage lender (if you have a mortgage) stating that you have permission to enter into a lease with the council
- to establish that you are the legal registered owner of the property. If the property has never been registered, or if you have only just bought it, the Land Registry entry may not help. If this is the case we will need to see a letter from your solicitor confirming ownership and declaring any third party interest that may exist against the property.

Initial Condition Survey

When we receive your application documents we will arrange with you to commission an initial Conditions Survey, to identify what, if anything, needs doing to bring the property up to standard.

N.B. We cannot agree to you having this survey undertaken until:

- you have completed the purchase of the property
- we have received the verification forms back from your mortgage lender and insurance company
- we have had sight of the original copies of all the relevant certificates relating to gas, electricity and central heating maintenance
- the property is clear of all furniture (the only exception to this is if you are preparing to go abroad, in which case we will make specific arrangements with you)

Agreement terms of the lease

After the Initial Survey report has been completed and its findings are known, you may be required to undertake some remedial works. If the property does not meet our current regulations, we will inform you in writing.

Final Survey—inspection of work

Once you have informed us that any work required has been completed, a member of the team will carry out a Final Survey to:

- check that the property is ready for the council to take over
- take photographic records of the condition of the property for both parties' future reference
- take possession of the house, together with three sets of keys to all exterior doors and windows, any interior locks and gas meter payment card and electricity meter payment key

What happens next?

We will arrange a mutually agreeable date and method for you to sign the Lease Agreement. The photographs taken at the handover of the house, together with the final survey report, will be attached as a record of the condition of the house at handover.

For further information please contact:

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