



### Cally Antill

Head of Housing and Community Services  
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Dear Sir/Madam

### HOUSING LEASING SCHEME

Thank you for your interest shown towards the Council's Housing Leasing Scheme. The benefits of leasing your property to the Council include:

- free intensive property management
- guaranteed monthly lease payment in advance even if your property becomes empty
- 3-5 year leases (subject to a minimum agreement of 1 year) carrying out some minor repairs

We are currently looking to build a register of landlords and properties in the Poole area who are happy to lease their property to the Council and who have signed up to the conditions.

Here is a guide to what the Borough of Poole may be able to offer as monthly lease payment to our landlords:

<b>1 bedroom</b>	<b>Approx. £300 - £400.00 per month</b>
<b>2 bedroom</b>	<b>Approx. £400 - £550.00 per month</b>
<b>3 bedroom</b>	<b>Approx. £550 - £650.00 per month</b>

Lease payment will vary dependant whether the property is a flat or house or in accordance with agreed variations to the lease.

Please read the information about the scheme contained in the pack. If you are interested in leasing your property to the Council please contact Mark Banwell, Temporary Accommodation Co-ordinator on 01202 633436.

If the property meets our criteria we will contact you to arrange a time to inspect your property. You will be advised following the inspection whether we are happy to lease the property and any works, if required, to be carried out before we can lease the property from you.

We may be able to be flexible with some parts of the lease agreement and I would be happy to discuss this with you at the time of inspection.

It may be that we are not in need of the size of your property currently or it is not vacant but may be in the future. In these cases you will be held on our register of landlords. A formal lease will only be required if the Council take control of the property.

You will also be required to provide the following documents before entering a lease agreement:

- Original copy of Electrical Certificate to be carried out by a National Inspection Contractor (NICEIC)
- Original copy of Gas Safety Certificate to be carried out by Gas Safe Registered engineer
- Building Insurance to include Public Liability Insurance of £5 Million
- If the property has a gas fired central heating system it is preferable but not essential that you hold a 3-star service contract with British Gas or other registered Gas Safe Registered engineer
- Land Registry Document or other proof of ownership
- Energy Performance Certificate
- If you have mortgages or loans on the property you will need to seek and provide us with your lenders authorisation
- 3 sets of keys
- Asbestos survey if required

I look forward to receiving your application form. In the meantime if you have any further questions, please do not hesitate to contact me on 01202 633436.

Yours Faithfully

Mark Sloane  
Temporary Accommodation Co-ordinator  
01202 633436