

GUARANTEED RENT & FREE PROFESSIONAL MANAGEMENT SERVICE

A LEASING SCHEME THAT OFFERS:

- Guaranteed rent even when the property is empty
- Leases of three years
- Free professional management service with no hidden charges



The Hyde Group
Making a lasting difference

Hyde Housing Association is an established Registered Provider and provides rented homes for people in need. We have more than 15 years experience of leasing and managing properties from private owners.

HYDES LEASING SCHEME

Hyde will consider leasing properties in good condition and offer two different schemes – Ready to Let and In Need of Repair.

READY TO LET

If your property is vacant, in good repair, well decorated, clean and tidy, it may be suitable for our Ready to Let scheme on a three year lease.

IN NEED OF REPAIR

If your property needs repairing or modernising or is suitable for conversion and has been empty for more than 6 months, it may be suitable for our In Need of Repair scheme on a seven year lease. We can offer financial assistance towards the cost of the work with free building surveyor assistance, approved Constructionline builders and no arrangement fees.

Hyde will consider properties from all landlords, including private individuals and companies. Your property will be professionally managed by our Temporary Housing Team, your property will be let to families in housing need. We provide a free, efficient and reliable property management service to landlords and have a team of specialist officers dedicated to all aspects of property management.

“A survey of our existing landlords in 2010, indicated that 93% of our landlords would be happy to lease their property again to Hyde.”

WHAT HYDE CAN OFFER YOU AS A LANDLORD

- Guaranteed rent during the period of the lease regardless of whether the property is tenanted or vacant.
- A minimum contract of three years.

- Rent paid directly to you each month.
- No tenancy issues, no involvement with court action and no legal fees.
- A free professional and full management service provided by our specialist and experienced team.
- An internal repairing service.
- Our experienced Housing Officers/Surveyors will carry out regular property inspections.
- We provide a day to day repairs service via our contact centre and we offer our tenants an emergency service for out of hours maintenance issues.
- Our tenants are responsible for paying utility bills and council tax during the term of the lease.
- Hyde will carry out the annual Landlord Gas Safety Record (LGSR). We will repair your boiler up to the cost of £400 per year.
- We do not charge you a management fee or commission.
- Full vacant possession at the end of the lease at no cost to you.

WHAT HYDE NEED FROM YOU

- Proof of ownership (Hyde will carry out a land registry search). However, if you have only just purchased the property, you will need to provide an original letter from your solicitor stating you are the legal owner.
- Current building insurance schedule.
- Recent mortgage statement.
- Permission from your lender and freeholder to lease the property.
- Landlord Gas Safety Record (LGSR) to be arranged via Hyde's gas contractor to inspect your boiler (Hyde will pay for this).
- NICEIC electrical safety certificate arranged via Hyde's electrical contractor (you will pay for this).
- Energy Performance Certificate (EPC) rated A to D (you will pay for this).

PAYING YOUR RENT

Hyde will pay your rent monthly in arrears by BACs into your chosen bank account. Payments are made on the last Friday of every month.

NON RESIDENT LANDLORDS

If you are a Non Resident Landlord, i.e living outside the UK, please provide a copy of HMRC Non Resident Landlord (NRL) certificate exempting your rental income from a tax deduction. However if you are not in possession of a NRL certificate, please request this from HMRC. The NRL certificate may give you exemption of tax. Hyde will have to deduct tax from your rental income on the commencement of the lease until HMRC confirmation is received.

Please see the following link for guidance
http://www.hmrc.gov.uk/cnr/nr_landlords.htm

SUMMARY TERMS OF THE LEASE

This does not deal with every Clause in the Lease Agreement and is not an alternative to the parties reading the Lease. It is recommended that Landlords seek independent legal advice before entering into the Lease.

1. Parties

Owner (Landlord) & Hyde Housing Association (Tenant).

2. The Premises

The address of the property to be leased, excluding any communal parts.

3. Rent

Yearly amount as specified in Lease definition 1.3 (This will be divided and paid in 12 monthly instalments from the commencement of the Lease). Hyde Housing Association will pay rent by BACS directly into Landlords account at the end of each month.

4. The Term

3 years from commencement date (this will be stated on Lease) subject to break clause in 7.1 of the Lease.

TENANTS OBLIGATIONS (HYDE)

5. Utility Bills

The Tenants tenant will be responsible for payment of water rates, Council Tax, Gas and Electric bills. UNLESS the Landlord is responsible for payment of these (i.e. communal heating and hot water charges).

6. Repairs

The Tenant will keep the interior of the property in a habitable state of repair but will not be responsible for any damage caused by any outbreak of damp, wear & tear or other items stated in 3.3 of Lease.

7. Fixtures/Fittings

The Tenant will not repair or replace Landlord's fixtures and fittings which are listed in the First Schedule of the Lease.

8. Boilers

The Tenant will maintain a service contract for the gas central heating and gas hot water appliances at the property, subject to an inspection by Hydes contractor. We will carry out the yearly Landlords Gas Safety Record and repairs under the maintenance Contract up to the value of £400 in each financial year (see 3.14 of Lease). Replacement of the boiler is not included in the Contract.

9. Lease End

The Tenant will leave the property clean and remove any rubbish left at the premises but will have no further responsibility for the property. The Tenant is not obliged to redecorate or replace carpets/floorcoverings at the end of the Lease.

10. Property Use

The Tenant will use the property for providing temporary housing to homeless persons, qualifying offers or for the purpose of prevention of homelessness. The Tenant will issue Assured Shorthold Tenancy agreements under the Housing Act 1988.

LANDLORD OBLIGATIONS

11. Certificates

The Landlord to arrange electric and gas safety certificates (to include all appliances remaining at the property) from the Tenants contractors, prior to the commencement of the Lease.

12. Repairs

The Landlord is responsible for keeping the structure and all external parts, including mature trees and shrubs at the property in good repair as stated in 4.2 and 4.3 of the Lease.

13. Repair Policy

The Landlord is responsible for ensuring any repairs for which they are liable is carried out within the timescale as stated in the Second Schedule of the Lease.

14. Insurance

To have comprehensive insurance cover for the property against loss or damage for the term of the lease.

15. Service Charge

The Landlord is responsible for paying any communal service charge for heating, cleaning or maintenance etc.

16. Permissions

The Landlord must receive permission from their mortgage lender and freeholder before leasing the property to Hyde.

17. Tax Status

The Landlord to advise the Tenant if they live or plan to live abroad during the term of the lease and confirmation from HMRC (Inland Revenue) that their rent can be paid without deduction of tax must be provided. The Tenant to deduct tax until the confirmation is received.

PROCEDURE FOR REPAIRS

18. Repairs

If the Tenant is made aware of a Landlord's repair, they will notify the Landlord in the first instance that a repair is required.

19. Emergency

If a Landlord repair is an emergency, the Tenant will initially try to contact the Landlord and if unable to do so on the first attempt, they will carry out the repair up to a maximum of £200 on their behalf and recharge from the Landlords rent.

20. Re-charge

If the Landlord fails to carry out the Landlord's repair then the Tenant may arrange for works to be carried out and the costs will be recharged to the Landlord plus 10% administration charge.

21. Break Clause

Either Landlord or Tenant can end the lease on or after 18 months has passed - the Landlord must give 9 months notice in writing and the Tenant must give no less than one month notice in writing.



FREQUENTLY ASKED QUESTIONS

Q. How long will the whole leasing process take?

A. Subject to contract, the necessary paperwork and re inspection, we can start the lease approximately four to five weeks after initial inspection of the property.

Q. Do you want the property furnished?

A. No, we will take the property completely unfurnished without appliances. However we do need vinyl floor covering in the bathroom and kitchen and carpet in all other rooms. There should also be net curtains throughout.

Q. If the tenant is on Housing Benefit, will the rent be paid directly to the tenant?

A. No, the rent is paid directly to Hyde. You will be paid monthly in arrears irrespective of whether we collect the rent from our tenant. *We offer you a guaranteed rent.*

Q. How much is the rent and is it negotiable?

A. Refer to the 'Landlord Rents' list – rent is dependant on number of bedrooms and local authority your property is in. The rent is not negotiable. It is fixed for the term of the lease. *There is no provision for annual increases.*

Q. Can I leave my integrated appliances – cooker, fridge etc?

A. Yes, if it's less than 18 months old but you will need to organise and pay for a PAT test and service contract for the term of the lease. If they are older than 18 months, they have to be removed and spaces/plumbing/cooker points provided for freestanding appliances

Q. Can you guarantee the condition of my property?

A. We will make good any tenant damage to the property, except fair wear and tear and we will carry out only works that are our responsibility. We will not re-decorate or re-carpet the property before handing back.

Q. My property is in a high rise block – are you interested?

A. Hyde will only look at properties up to the fifth floor where there is a lift in good working order. We will only look at flats up to the second floor without a lift.

Q. Will the lease be renewed at the end of the term?

A. Possibly. The property would normally be handed back to you at the end of the lease. If, we are happy to consider another lease, we will handback and then deal with the property as a completely new scheme again.

Q. I have a summer house /swimming pool / greenhouse /jacuzzi bath /ornamental fish pond /hand-built kitchen, will I receive more rent?

A. No - we will not accept swimming pools/fish ponds and greenhouses, for health and safety reasons. We will not be responsible for items such as jacuzzi baths, hand built kitchens, summer houses.

Q. I am moving abroad to live and work, am I still able to the lease the property to Hyde?

A. Yes, although we need approval from HMRC (Inland Revenue) that we can pay rent to you without deducting tax. A NRL1 form is required from you at an early stage to avoid delays with handover etc.

Q. The property is registered in my maiden name and I have since married, what do need to do?

A. We will need a certified copy of your marriage certificate.

Q. I wish to terminate the Lease before the end of the Lease date, howmuch notice do I need to give?

A. You need to give nine months notice as set out in the Lease but the first 18 months of the Lease must have lapsed. If 18 months have not passed you will not be able to have your property back. There will be a penalty for breaking the lease early equal to one months rent.

Q. Who will you house in my property?

A. Hyde will be your tenant and will sub let the property to a family in housing need nominated by the Local Authority. They will sign a periodic Assured Shorthold Tenancy agreement for a minimum of six months.

Q. Who pays the Council Tax, water rates, gas and electricity bills?

A. Hyde's tenants are normally responsible for paying household bills, unless the Landlord is responsible for communal charges or district heating via a service charge.

Q. What am I responsible for?

A. All external repairs (e.g the roof, gutters, drains), installations into the property (gas, electricity and water), buildings insurance, service charges and communal charges.

Q. What type of properties are Hyde looking for?

A. We are looking for flats and houses in good condition conveniently located for schools, transport links and local amenities. The rents are the same for flats and houses and we cannot distinguish between style, age and location.



PROPERTY STANDARDS

GENERAL

- Property must be cleaned throughout. Furniture and rubbish to be removed.

GARDENS AND GARAGES

- Must be cleared and tidy. No ponds. Sheds should be sound and empty. Garages and sheds with asbestos walls/roofs must be completely removed, by a licensed contractor.
- Gates, fences, paving and steps must be sound and level. A handrail must be fitted to service risings of three or more steps.
- Integral garages must be cleared and have a properly working lock and door.

ROOF, CHIMNEYS, GUTTERS AND DOWNPIPES AND DRAIN GULLIES

- Must be sound with no apparent leaks. Drain gulley traps must be cleaned out.

EXTERNAL WALLS AND WOODWORK

- Must be structurally sound. No debris, loose rendering etc on the walls or on window cills. Satellite dishes/cable wiring to be removed.
- All external joinery and other painted surfaces must have sufficiently sound paint covering and window putties to provide protection for the lease period.

EXTERNAL STAIRCASES

- If a Fire Escape, must be secure no broken treads/railings. Iron staircases will be considered on an individual basis.
- If an entrance, they must be secure, no broken treads/railings, open risers not permitted, Gapping within balustrades not to exceed 100mm, and they must have adequate handrails.

GAS AND ELECTRIC SUPPLIES

- Meters must be fitted (preferably card operated with credit) There must be gas and electric available when safety certificates carried out and upon handover.

ELECTRICAL INSTALLATION

- All fittings must be undamaged, in good working order and secure. Low energy lights must be fitted throughout. Bathroom lighting should be sealed bulkhead type.
- A Domestic Periodic Inspection Report issued by "Hydes" electrical contractor must

be provided stating that the installation is satisfactory and safe.

GAS INSTALLATION

- All exposed gas pipework and gas fittings must be secure. A "Landlords Gas safety Record" issued by "Hydes" GAS SAFE registered Contractor must be obtained prior to handover. The Gas boiler must be in good working order and capable of lasting through the length of the lease. Boiler operating instructions must be provided.
- Radiators must be adequate, not detrimentally rust affected, in good working order and secure.

OTHER HEATING/ APPLIANCES

- Properties must have sound, adequate space heating to all rooms.
- Gas fires are not permitted and must be removed, capped off and made safe - no back boilers.
- Forms of heating apart from gas central heating will need approval – i.e. warm air and electric heating.

SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

- Lithium battery powered smoke detector one per storey required and Lithium battery powered carbon monoxide detector sited close to the gas boiler.
- Both detectors will be provided by Hyde and the cost deducted from the first months rental payment.

VENTILATION

- All rooms including the kitchen and bathroom must have at least one opening window. If the kitchen does not have a window, then it must be vented with an adequate extractor fan. Bathrooms and cloakrooms should have extractor fans.

MAINS WATER STOPCOCK

- Must be inside the property, accessible and working.

BUILT IN OVENS/HOBS EXTRACTORS

- They must be less than 18 months old in good working order with no missing parts. The Landlord must be aware that they must either set up a separate service contract before the lease is entered into or "gift" the items to Hydes tenant. Otherwise they must be

removed before handover, works tops cut and the exposed areas cleaned and made good. Typically the base unit plinths will need extending, into the cooker space.

- Gas cooker point must be terminated with a back elbow type bayonet fitting pointing down.
- Worktop ends must be sealed with purpose trims, tiling edges made good, and floor coverings must be extended into the cooker opening.

WHITE GOODS

- Must be removed and any damage made good.

INTERNAL WALLS AND PARTITIONS

- Must be sound and show no signs of dampness or condensation mould. Must be sound, clean and tidy with no marks or patches.
- Kitchens and bathrooms should preferably have painted walls and no paper.
- Preferred wall colour is Magnolia throughout.

FLOORS AND CEILINGS

- Must be sound underfoot, floorboards secure and dry. Carpets should be clean and fitted, with no stains or loose edges. Bathrooms and kitchens must have vinyl or other waterproof type flooring, which must be sound, clean and well fitted.
- Plaster must be sound and in good condition. Cracked ceilings must be tested to ensure that they are secure and not liable to collapse without warning.
- Polystyrene ceiling tiles to be removed and damage made good.

WINDOWS

- Should all preferably be double glazed in order to achieve EPC minimum rating requirements.
- All habitable rooms must have at least one opening window to allow escape in case of fire.
- All opening windows must work properly and above ground floor, must be fitted with purpose restrictors to deter children opening them beyond 100mm.
- All locking window handles must be secure and have keys.
- All windows must be fitted with net curtains and wooden curtain battens.

GLAZINGS

- All cracked glazings, no matter how small, must be reglazed.
- All missing or otherwise defective window putties must be replaced.
- All windows glazing less than 800mm above floor level must be safety glazed or provided with a safety barrier or covered in safety film.
- All door glazing above floor level must be safety glass or covered with shatterproof material or safety film or boarded over and made good.

FRONT DOORS

- Must be sound, and in good working order, ironmongery secure and in good working order.
- Cylinders to the front entrance door and back door locks to the property must be changed for security reasons. The front entrance door must have a Yale cylinder night latch lock with external cylinder pull plus a mortice lock with internal thumb turn release.
- Letter box, cover and door number to be provided.

LOFTS

- Must have minimum 150mm deep loft insulation and be cleared of possessions – Hyde will not be responsible for any items left in the loft during the term of the lease. Loft hatch to be in good order.

BATHROOM AND CLOAKROOM DOORS

- Must be fitted with a privacy type latch.

ROOM DOORS GENERALLY

- Must be sound and open/ close securely. Door stops needed to all internal doors, to avoid damage to plasterwork.

STAIRCASES

- Must be sound with no apparent defects. Balustrade must not have gaps in excess of 100mm. All staircases must be fitted with handrails.

DRY ROT, WET ROT, BEETLE INFESTATION, AND DAMPNES

- If identified, any remedial work to be undertaken by a specialist contractor before commencement of the lease.

KITCHENS

- Must have adequate and hygienic storage, and worktop space.
- There must be a 600mm wide space for a freestanding cooker, with both gas/electric cooker supply points.
- There must be a 600mm clear space with suitable taps and drainage and socket for washing machine installation. There must be an adequate space with a socket for either a fridge or fridge/freezer.
- Worktop must be undamaged and hygienic, there must be a tiled splashback with a mastic seal between tiling and worktop.
- The sink and taps must be sound and not dripping/leaking.
- Wall and base units must have properly operating doors and drawers and must be secure and clean inside and out. The kitchen should have an extractor fan.

BATHROOMS/CLOAKROOM

- Must be clean and hygienic. Toilet pans must be cleaned and disinfected inside and out. Toilet seats to be replaced and must be rigidly fixed. There must be a secure toilet roll holder.
- Bathrooms must contain a bath, wash hand basin and toilet.
- Bath panels must be secure and not have any sharp areas.
- Toilet, bath and wash hand basin must be checked to ensure no chips or cracks, they should be rigidly fixed, do not leak, and are complete with plugs and chains.
- Taps must work properly and dripping or defective taps must be replaced.
- Shower attachments to be removed and capped off. Shower screens to be removed and made good.
- Tiles and seals must be undamaged and watertight. To be renewed if necessary.

SKIRTING BOARDS /ARCHITRAVES & FINISHING WOODWORK

- Must be fitted firm and secure, skirting boards and bottom of the door architraves should not show signs of damage/rot/decay.

SHELVING, WALL CUPBOARDS ETC

- Must be sound, working properly and very secure, if doubt exists they must be removed and exposed areas made good.

DOORBELL/DOOR ENTRY SYSTEM

- The doorbell must work, in the case of a flat the switch must be marked with the flat number. If a door entry system is fitted it must be tested and both the door release and telephone work properly. The door entry panel must be clearly marked with the flat number.

ENERGY PERFORMANCE CERTIFICATE

- Must be provided with a minimum rating of D.

FREQUENTLY ASKED QUESTIONS - HANDBACK OF PROPERTY

At the end of the lease, a representative of Hyde Housing will arrange to 'hand back' your property to you. The following are frequently asked questions on the hand back process. All handbacks of properties are completed in person. Utility readings will be taken on the day of handback and all sets of keys will be handed back to you.

Q. When do I know that my property is ready to be handed back?

A. The Housing officer responsible for your property will notify you in writing when your property first becomes void and estimated date of hand back. This will be before the Lease period expires.

Q. How long is the notice period before property is ready to hand back?

A. The notice period is 28 days and you will be notified in writing when the property is ready to hand back. We will expect you to acknowledge this so that a date of handback can be agreed. The notice period of 28 days may be given when the resident is in occupation. There will be no more notice period given once the property is empty. If we are unable to contact you to arrange handback of your property, the keys will be sent in the post and rent payments will cease from date of posting.

Q. What is Hyde's responsibility with regards to pre-hand back works?

A. Hyde will ensure works are completed in accordance with the Lease and First Schedule.

Q. Can you guarantee the condition of my property?

A. We will complete repairs in accordance with the Lease but ask that you recognise that a property will have fair wear and tear after being leased out. We will not redecorate or re-carpet before handing back the property.

Q. Can you guarantee the same fixtures and fittings in the property?

A. As per the Lease your fixtures and fitting remain your responsibility. Any that are replaced during the term of the Lease because of damage may not be like for like.

Q. When will I start being liable for the utility/council tax bills of the property?

A. The date your property is handed back to you. On the day of the handback we will take meter readings and remind you to advise utility suppliers and Council Tax. You will be responsible for ordering new gas cards and electric keys from utility companies where necessary.

Q. What do I do with post for previous occupant/s?

A. Hyde advises that all post should be returned to sender and not to Hyde.

Q. Can you provide the recent gas, EPC and electric certificates at the hand back?

A. Yes, provided the request is made to the Housing Officer before the handback appointment so that the certificates can be brought along to the handback. If the request is made on the day of the handback the certificates will be sent out to you.

Q. I wish to terminate the Lease before the end of the Lease date, how much notice do I need to give?

A. You need to give 9 months notice as set out in the Lease but the first 18 months must have lapsed. If 18 months have not passed, you will not be able to have your property back. After the first 18 months have passed, you can have your property back, but there will be a penalty for breaking the lease early equal to one months rent.

Q. Can I renew my lease for another fixed term?

A. It maybe possible to renew your lease, please contact your housing officer within the last six months of the lease expiring with your request to renew the lease. A renewal is subject to housing management and Local Authority approval. Hyde will still hand back your property with vacant possession before a new lease is signed.

Q. What if I am abroad when the lease is due to expire?

A. You may send a representative on your behalf. Alternatively if Hyde cannot reach you by letter or telephone, we will send the keys back to you by recorded delivery to your last known address. Rent will stop immediately or at the end of the notice period.

Q What if I am not happy with the condition of my property at the handback?

A If you are not happy with the condition of your property at the handback stage then you are to raise your concerns with your Housing Officer at the handback where an agreement should be reached. If you unable to reach an agreement then you may write with your concerns to a manager of the Temporary Housing Team. You must however, take your keys and know that rent will cease on the handback day. This does not mean you lose your right to dispute the handback. Photographs maybe taken at the handback to help in settling any dispute.

Please note, Hyde as per First Schedule of the Lease is not responsible for the replacement of all chattels including decorations, floor coverings (including carpets, laminate, wood and vinyl), curtains, refrigerators, cookers, washing machines, dishwashers, kitchen units, fitted wardrobes, shelving, kitchen worktops, fireplaces and decorative light fittings.



If you would like to take advantage of these schemes and your property meets the criteria, then we have a dedicated team to help you through the process and get your property rented as quickly and as painlessly as possible.

Contact us for more information or to arrange a free, no obligation inspection on **020 8297 7570** or email: **thse@hyde-housing.co.uk**



The Hyde Group
Making a lasting difference