



Do you have an empty property to let?

Hounslow Council Temporary Accommodation Team is currently looking for **TWO BED** properties to let.

We offer two or three year leases, or longer, pay a competitive rent, with free management and a dedicated officer managing your property.

We Offer:

- Rent paid three months in advance.
- Rent paid straight into your account.
- Day to day repairs carried out by the Council.
- Compensation paid for damage beyond fair wear and tear when the property is returned to you.

We Need:

- Properties within the borough of Hounslow.
- Two bedroom houses, flats or maisonettes.
- Two and three bedroom disabled adapted properties.

For more information contact our acquisitions officer:

Judy Greenwood on **020 8583 4421**

judy.greenwood@hounslow.gov.uk

Also on offer:

- Grants to bring empty properties back into use

Contents

- ◇ Frequently Asked Questions
- ◇ Return sheet
- ◇ Useful contact numbers

- ◇ Sample lease
- ◇ Sample tenancy
- ◇ Sample payment sheet



Temporary Accommodation Unit

Leasing your property to the Council – Frequently Asked Questions

☞ How do you decide how much rent to pay for my property?

The amount of rent paid is based on location, size and condition. We have dedicated acquisition officers in the Temporary Accommodation Unit who will visit your property to assess this, and write to you with an offer of rent.

☞ What sort of properties do you want?

We need family size accommodation. We are particularly looking for two bed properties. We take on houses, flats and maisonettes, with or without gardens. Properties have to be in the borough of Hounslow, and in a good state of repair. We are looking for unfurnished properties.

☞ Who will look after my property while it is leased to the Council?

The Temporary Accommodation Unit will manage your property. We have many years experience of managing properties for private landlords. You will have a dedicated Housing Officer for your property, who will visit regularly, and fully manage all aspects of your property. You can speak to them at any time about your property.

☞ I have lots of properties, do you want them?

We have a quite a lot of landlords who have given us more than one property. It is easier for landlords, as they only have one office to contact, and they know their property is in good hands.

☞ Who is responsible for repairs to my property?

The Temporary Accommodation Unit will carry out day-to-day minor repairs, for example dripping taps, or broken door handles. We ask all landlords to take out a three star service with British Gas or Southern Electricity, as appropriate. This means that we do not need to bother you if the heating needs repairing.

Repairs to the structure of the property, the fencing and walls, out buildings, and means of sanitation (such as pipes) are the landlords' responsibility. We can carry out works if you prefer, and take the cost out of your rent.

We are responsible for any damage done by our tenant. We will carry out these repairs; or, if it is at the end of the lease, and the property is being returned to you, compensate you for the cost of them.

☞ What about bills, who pays them?

Our tenant is responsible for the gas, electricity and Council Tax bills, as well as the phone, cable etc. The landlord is responsible for the water bill.

☞ How often will I be paid, and how will I be paid?

Landlords are paid quarterly during the lease. This can be paid by sending you a cheque, or paying straight into your bank account. We have one officer responsible for payments, so it is easy for you to receive information about your payments.

☞ What if I need my property back before the end of the lease?

Your lease will be for two or three years. We do not normally give properties back before the end of the lease, so you should plan to lease to us for full term; however, we recognise that circumstances can change unexpectedly, so if you need your property urgently, please do contact us and we can discuss your needs.

☞ Should I tell my mortgage and insurance company that I am leasing to you?

Yes! It is important that you inform both your mortgage and insurance company that you are leasing, as it is likely to be a condition of both that you inform them. We will need a letter from your mortgage company showing that you have permission to let to us.

☞ I am a leaseholder; do I need permission from the owner of the lease?

Yes! It is important that the owner of the lease gives you permission, as we have had cases of leaseholders who have found out once they gave their property to us that they weren't allowed to do so. It is particularly important to check if you are buying a property for investment purposes.

☞ Do I pay tax on the rent you pay me?

You are responsible for paying tax on any rent received if you are a UK based landlord. It's worth consulting an accountant or independent financial adviser, as you will be entitled to a tax reduction for certain repairs you carry out to the property.

If you are an overseas landlord we must deduct tax from your rent, unless you receive permission from the Inland Revenue for this not to happen.

☞ What happens at the end of the lease?

We usually wish to renew our lease with you, if you want this. Our acquisitions officer will write to you with a new offer of rent. If you are happy with this, a new lease can be signed. Sometimes the acquisitions officer may ask you to carry out some repairs before the lease is signed.

☞ What if I want the property back?

We will endeavour to return the property to you by the end of the lease, however sometimes it can take a little longer for the tenant to move. If this happens, we will continue to pay you rent for this period.

When the property is handed back to you, an Acquisitions Officer will meet you at the property, so an agreement can be reached on the level of compensation. You will generally be asked to provide a number of quotes for this. Please remember that we do not pay for fair wear and tear damage.

Once an agreement has been reached we will make a payment to you. We will also pay you 28 days rent once the keys have been handed back to you, which is to cover the period of any necessary repairs being carried out.



Private Sector Leased Properties

To: **Acquisitions Officer**
Temporary Accommodation Team
Civic Centre
Lampton Road
TW3 4DN

Name:

Address:

Home Tel:

Work Tel :

Mobile:

Email:

Full Address of Property offered for lease:

Property Details (please circle)

House Flat Maisonette

Number of Bedrooms: ___ Double ___ Single

Number of Living Rooms: ___

Please contact me with a view to leasing my property.

Signed:

Dated:

USEFUL CONTACT NUMBERS

Although our staff cannot advise you directly on contractors, the council's Contract Advice Team offer this service. Their contact details , and a number of other useful contacts are listed below.

<u>NAME</u>	<u>DEPT</u>	<u>CONTACT NO</u>
Judy Greenwood / Melanie Vukic	Acquisitions Officer	020 8583 4421
David Bio	Empty Property Hotline	020 8583 3863
Huw Jones	Landlord Liaison Officer	020 8583 3869
David Bowes	Tenancy Relations Officer	020 8583 2046
Pauline Fothergill	Contracts Advice	020 8583 2340
Anne Parsons	Payments Officer	020 8583 3902
NICEIC	Electrical Contractors	020 7564 2323
CORGI	Gas Contractors	01256 372300
Southern Electricity	Electricity Supply	0845 744 4555
Southern Electricity	Gas Supply	0845 758 5401
British Gas	Gas Supply	0845 609 1122
British Gas	Electricity Supply	0845 788 8400

DATED

200

The Lessee

- and -

THE MAYOR AND BURGESSES OF THE
LONDON BOROUGH OF HOUSLOW

The Lessee

sample copy
of the lease
we give you

LEASE

of

in the London Borough of Hounslow

M.J. Smith
Borough Solicitor
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow TW3 4DN

A LEASE made on the _____ day of _____ 200
BETWEEN _____ of

(herein called the
"Lessor") and **THE MAYOR AND BURGESSES OF THE LONDON
BOROUGH OF HOUNSLOW** of the Civic Centre Lampton Road
Hounslow Middlesex TW3 4DN (hereinafter called the "Lessee")

IT IS HEREBY AGREED as follows:

The Lessor shall let and the Lessee shall take with vacant possession
and on an unfurnished basis the premises (hereinafter called
"the Premises") known as

for a term of _____ years and _____ months from

at a monthly rental of

POUNDS (£ _____)

inclusive of any water charges but exclusive of community charge or
such local charge as may be payable in respect of the Premises during
the term of this Lease such monthly rental to be payable every three
months in advance with the first such payment to be made on

provided always that in the event of the termination of this
Lease the Lessor shall repay to the Lessee the balance of the remaining
rent (if any) from the date of termination of this Lease to the end of the
period for which rent will already have been paid in advance by the
Lessee pursuant to the terms hereof

1. LESSEE'S COVENANTS

The Lessee hereby covenants that:-

- 1.1 he shall keep the interior of the Premises in good and tenantable
condition (reasonable wear and tear and damage excepted) and if for
any reason the Lessee is unable to yield up the Premises in such
condition the Lessor shall be able to claim payment from the Lessee of
a sum representing such reasonable costs of repair of the Premises as
are determined by agreement between the parties hereto or in default
thereof by arbitration in accordance with Part 3 of the Schedule hereto
provided always that:-

- 1.1.1 The Lessee shall not be obliged to compensate the Lessor for the costs
of putting the Premises in any better condition than that documented

within the original Schedule of Condition and the Inventory of Fixtures and Fittings and the photographs taken by the Lessee at the commencement of this Lease

- 1.1.2 The Lessee shall not be obliged to compensate the Lessor for the costs of repairing damage arising from fair wear and tear
- 1.1.3 The Lessee shall not be obliged to compensate the Lessor for damage or disrepair caused by any risk insured against by the Lessor
- 1.2 The Lessee shall make no structural alterations to the Premises without the Lessor's written consent
- 1.3 The Lessee shall not use or permit the Premises to be used except for residential purposes
- 1.4 The Lessee will upon the receipt of 48 hours prior written notice from the Lessor to the Lessee's Head of Housing (ref: PSL) permit the Lessor and all persons authorised by him to enter the Premises to examine the condition thereof or to carry out repairs to the Premises which the Lessor is obliged to undertake pursuant to this Lease
- 1.5 The Lessee shall not be obliged to compensate the Lessor for those items of damage or disrepair described within paragraphs 5(a)-(h) of Part 3 of the Schedule hereto

2. LESSOR'S COVENANTS

The Lessor hereby covenants:

- 2.1 That the Lessee paying the rent as aforesaid and performing all the foregoing stipulations on his part shall quietly hold the Premises during the term of this Lease without interruption by the Lessor or anyone rightfully claiming under or in trust for him and
- 2.2 The Lessor shall be responsible for the maintenance of the gardens all the boundary walls and fences hedges greenhouses and garages owned by him annexed to or outside the building comprising the Premises
- 2.3 To keep in repair the structure and exterior of the Premises and out-buildings (including the roof walls chimneys windows drains gutters external pipes and any common parts)
- 2.4 To keep in repair and proper working order the service installations in the Premises for the supply of water gas electricity (including meters

wiring and cables) and for the purposes of sanitation (including pipes and sewers)

- 2.5 To keep in repair and proper working order the installations in the Premises for space heating and heating water
- 2.6 For the purposes of the foregoing paragraphs the Lessor is to effect and maintain a 24 hour emergency call out service in the form of the British Gas Service Care Three Star Agreement covering all gas appliances and SEB or NICEIC contractor for all electrical heating and appliances and the Lessor will obtain on an annual basis a Landlord Gas Safety Certificate confirming that all gas appliances within the Premises comply with the Gas (Safety and Use) Regulations 1994 The Lessor is to use only Corgi registered contractors for work to gas appliances and NICEIC contractors for electrical work
- 2.7 To put and keep the Premises fit for human habitation according to the criteria set out within Section 10 of the Landlord and Tenant Act 1985 (as amended)
- 2.8 Where the Premises form part only of a larger building being vested or in the control of the Lessor to observe and to ensure that the covenants contained in the foregoing sub-clauses 2.4-2.5 apply as well in respect to the remainder of the building which directly or indirectly serves the Premises as in respect of the installations in the Premises
- 2.9 To insure and keep insured at all times during the term of this Lease the Premises and external area of the Premises against loss or damage by fire and such other risks as it is normal to insure against to the full reinstatement value thereof (including any period when the Premises are unoccupied whether or not such period of occupation is for 28 days or more) and the Lessor shall supply the Lessee with a copy on demand of the insurance policy effected in accordance with the terms hereof

3. **PROVISIONS**

- 3.1 In the event that the Premises are unfit for human habitation during the term of this Lease the Lessee shall not be liable to pay rent until the Premises are reinstated by the Lessor such reinstatement to be at the discretion of the Lessor In the event that the Lessor decides not to

reinstate the Premises the Lessee shall be absolved from any liability for further rent

- 3.2 The Lessor acknowledges that the Lessee shall not be responsible for any furniture curtains carpets or consumer durables (including dishwashers washing machines ovens hobs gas fires or electric fires televisions satellite dishes crockery light fittings and fridges) retained by the Lessor on or at the Premises at the commencement of this Lease
- 3.3 In the event that the Lessor is in breach of his obligations under Clause 2 hereof or is in arrears as to the payment of any mortgage affecting the Premises or in the event of any mortgagee of the Premises applying to the Court for any Order for Possession thereof or taking any steps to exercise its power of sale in respect thereof the Lessee shall in its absolute discretion serve notice on the Lessor in accordance with Part 2 of the Schedule hereto and the Lease will terminate on the expiry of such notice
- 3.4 In the event of the Lessor being unable to undertake his repair obligations in respect of the Premises or to the exterior areas of the Premises as contained in Clauses 2.2-2.5 hereof or in the event that the Lessor fails to put and keep the premises in a condition fit for human habitation in accordance with his obligation as contained within Clause 2.7 the Lessee may at its absolute discretion and without prejudice to any other remedy of the Lessee hereunder give the Lessor 7 days notice save in the case of emergency of its intention to undertake the necessary works of repair and the expenses incurred by the Lessee in so effecting the works of repair shall be deductible from the payment or payments of rent next due from the Lessee to the Lessor under the provisions of the Lease or shall be recoverable as a debt from the Lessor
- 3.5 In accordance with the provisions of Section 78 of the Taxes Management Act 1970 (as amended by Sections 43 and 349 of the Income and Corporation Taxes Act 1988 (or any statutory provision present or future with similar effect)) the Lessee shall deduct tax at basic rate from all rental payments made pursuant to this Lease by the Lessee to all non-UK resident landlords

- 3.5.1 the Lessor shall at the commencement of this Lease specify within Part 1 of the Schedule hereto his non-UK address (if any) during the subsistence of this Lease and shall specify the dates upon which he shall be resident at the said non-UK address during the subsistence of this Lease and the name and address of the agent appointed by the Lessor to act on the Lessor's behalf in relation to this Lease during the Lessor's absence as aforesaid from the UK
- 3.5.2 the Lessor acknowledges that he shall inform the Lessee throughout the subsistence of this Lease of any assumption by him of residence at a non-UK address and the dates during which he is to be a non-UK resident
- 3.6 The Lessor shall not be entitled to compensation for loss of rent in the event that he makes a claim for compensation for disrepair or damage to the Premises on the expiry of this Lease
- 3.7 The Lessee shall use the property for the purposes of the provision of **interim housing** accommodation to housing applicants who are or who may be homeless and eligible for assistance and in priority need of housing pursuant to Section 188 of the Housing Act 1996 (or any statutory provision present or future of similar effect) and it is declared that any such occupation shall be excluded from the security of tenure provisions within the Housing Act 1996
- 3.8 This Lease may be terminated by the Lessee at any time after the first 28 days of this Lease by the Lessee's service upon the Lessor of notice in writing of not less than one month in length in accordance with Part 2 of the Schedule hereto
- 3.9 At the expiry of this Lease or on the sooner termination of this Lease in accordance with the foregoing provisions the Lessee shall return the Premises to the Lessor with full vacant possession but in the event that the Lessee is unable to give the Lessor vacant possession of the Premises at the end of this Lease the Lessee's occupation of the Premises shall continue on the terms hereof save that the rental payment made by the Lessee to the Lessor shall be on a monthly in arrears basis as from the date of the expiry of the contractual term of this Agreement

3.10 In this agreement words denoting the masculine shall include the feminine and words denoting the singular shall include the plural and vice-versa

3.11 All notices documents and correspondence from the Lessor to the Lessee arising out of the terms of this Lease shall be addressed to the Lessee at the following address:

Rehousing Unit
Head of Housing (Ref: PSL)
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
Middlesex TW3 4DN

Signed this day of 2001

Signed as his Deed by)
the Lessor in the presence of:)

Name:

Address:

Signed as a Deed on behalf of the Lessee)
by)
a duly authorised Officer of the Lessee)
in the presence of:)

Name:

Address:

SCHEDULE

Part 1: Non-UK Resident Landlords

Lessor's Non UK Address (if non-UK resident Lessor)

Tel No/Fax No:

Periods during the subsistence of this Lease during which the Lessor will be resident at the non-UK address

Agent's Name and UK Address

Tel No/Fax No:

Please note that if after signing this Lease you decide to reside abroad you are under a duty to inform the Council's Head of Housing (Ref: PSL) in writing in advance of the periods during the subsistence of the Lease during which you will be a non-UK resident

Part 2: Termination Notice (by Lessee)

PSL Lease dated: _____

Property Address: _____

Lessor's Name: _____

Lessor's Address: _____

Telephone No: _____

I now serve you with notice on behalf of the Council terminating the Lease of this property on _____

(NB: must not be less than 28 days from the start of the Lease)

Any further correspondence in relation to this termination should be addressed to:

Rehousing Unit (Ref: PSL)
Head of Housing
The London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
Middlesex TW3 4DN

Signed on behalf of
the Lessee: _____

Please note that you have the right to inspect the property jointly with the Council to verify the state and condition of these premises. Please contact the Council's Temporary Accommodation Unit (Ref: PSL), Head of Housing, in writing at the above address before the expiry of this Notice or immediately on the day of receipt of possession of these Premises to arrange for an inspection of the Premises and please indicate an appropriate date and time at which you will be able to arrange for such an inspection within your letter. If you fail to contact us to arrange a joint inspection the Council shall be entitled to assume that you do not require an inspection and are satisfied with the condition of this property and the provisions of Part 3 of the Schedule to the Lease shall not apply.

Part 3: Compensation Provisions

1. In the event of material damage or disrepair to the Premises at the yielding up of these Premises to the Lessor arising from a breach by the Lessee of its repairing obligations under this Lease the Lessor shall be entitled to such reasonable compensation for such damage or disrepair as is suffered by the Premises during the term of the Lease (excluding liability for those categories of damage or disrepair specified within paragraphs 5(a)-(h)) **provided that:-**
 - 1.1 immediately on or before the receipt of possession of the Premises the Lessor shall request the Lessee's Temporary Accommodation Unit (Ref: PSL), at the Head of Housing, Civic Centre, Lampton Road, Hounslow, Middlesex TW3 4DN to arrange for a joint inspection of the Premises and
 - 1.2 the Lessor and the Lessee shall inspect the Premises within 7 days of the receipt of the request for inspection or within 7 days of the delivery of possession (whichever shall be earlier) and
 - 1.3 within 10 days of the said joint inspection the Lessor shall serve upon the Lessee a Landlord's Claim Form in the form of that annexed hereto such Claim Form to be served together with copies of not less than two estimates or invoices supporting the claim for compensation and the Lessor's Claim Form shall be served on the Lessee's Temporary Accommodation Unit (PSL Section) at the London Borough of Hounslow, Civic Centre, Lampton Road, Hounslow, Middlesex TW3 4DN
 - 1.4 If the Lessor fails to contact the Lessee to arrange for a joint inspection as required by Clause 1.1 hereof, or the Lessor fails to submit a Landlord's Claim for Compensation Form as provided for within clause 1.3 hereof, then the Council shall be entitled to assume that the Lessor is satisfied with the condition of the Premises on the delivery of vacant possession and no compensation shall be paid or become payable thereafter to the Lessor by the Lessee in respect thereof
2. The Lessor and Lessee shall within 21 days of the date of joint inspection or of the delivery of possession (whichever shall be earlier) agree compensation for the said damage or disrepair and the Lessee

shall pay the Lessor the amount agreed within 21 days of the date of the said agreement

3. In default of agreement as aforesaid the parties will immediately on the expiry of 21 days of the said joint inspection refer the question as to whether and in what sum compensation is payable by the Lessee to the Lessor to a Surveyor (being a member of the Royal Institute of Chartered Surveyors) of not less than two years standing whose decision shall be given within six months of the date of referral and which decision shall be final and binding on both parties and both parties hereto shall bear the costs of such reference equally
- 4.(a) The Lessor shall not be entitled to any compensation for loss of rent incurred during the period of the said negotiations with the Lessee or during the period of the said arbitration or otherwise
- 4.(b) The Council shall not be obliged to make any payment of compensation to the Lessor in the absence of an inspection and claim for compensation by the Lessor in accordance with the terms of this Lease and Schedule
5. The Lessee shall not be liable to the Lessor for the following categories of disrepair or damage:
 - (a) for any disrepair or damage other than that arising as a result of his breach of Clause 1.1 of this Lease
 - (b) for any disrepair or damage which stems from or relates to a breach on the part of the Lessor of his covenants for repair or reinstatement under this Lease and
 - (c) for any disrepair or damage caused by a risk insured against by the Lessor
 - (d) for any disrepair or damage existing at the date of this Lease as described within the original Schedule of Condition attached to this Lease or within the photographs attached thereto
 - (e) for any work already carried out by the Lessor at the presentation of his Claim Form which is not supported by estimates or invoices
 - (f) for any costs incurred in the repair of damage or disrepair arising from reasonable wear and tear

- (g) for the costs incurred or to be incurred by the Lessor in putting the Premises into a better condition than that documented within the original Schedule of Condition and the Inventory of Fixtures and Fittings and the photographs taken by the Lessee at the commencement of this Lease
- (h) for any disrepair or damage caused to furniture curtains carpets or consumer durables (including dishwashers washing machines ovens hobs gas fires or electric fires televisions satellite dishes crockery light fittings and fridges retained by the Lessor at the Premises at the commencement of the Lease

LANDLORD'S CLAIM FORM FOR COMPENSATION

Property Address: _____

Landlord's Name: _____

Landlord's Address: _____

Telephone Number: _____

Lease Date: _____

I hereby claim compensation for disrepair/damage suffered to the interior of the above premises during the term of the Lease for which the Council is liable as Lessee in accordance with the terms of the Lease

Details (of damage/disrepair):

.....

.....

.....

I serve you with two estimates for the repair of the above disrepair/damage from:

1.

2.

and the lowest of the two estimates is for £_____ from _____.

Signed by the Lessor

Date

[N.B. This Claim form must be served by the Landlord on the Council within 10 days of the joint inspection of these premises]

**Part 4: Schedule of Condition; Inventory of Fixtures and Fittings, and
Photographs prepared and agreed at the commencement of
the Lease**

Schedule of requirements for renting your property to the council.

Type & Size of Property – We will consider all property sizes except studios – flats, maisonettes or houses, with or without gardens. These must be unfurnished, and in the Borough of Hounslow. Ex council properties are acceptable where they are in low density areas, and have been in private ownership for five years or more.

An NICEIC electrical certificate – You must provide us with an NICEIC Periodic Inspection Report, and the certificate must cover the full term of the lease. There should not be any observations or recommendations on the certificate.

A CORGI gas certificate – You must provide us with a Landlord’s Gas Safety Record issued by a CORGI registered engineer to cover all gas installations, including any appliances. This must be renewed every 12 months.

A 3 Star Service Care Agreement – You will need to obtain a British Gas 3 Star Service Agreement to cover the heating and hot water system, or equivalent cover should you have electric storage heaters.

Buildings Insurance – You must provide us with a copy of your buildings insurance policy, specifying that you have authority to your property to the Council. You must renew the policy annually throughout the terms of the lease.

Ownership Details – You will need to provide us with proof of ownership. We will also require where appropriate, an up to date statement of mortgage payments, including the mortgage lenders permission to let the property. If the property is leasehold, we will also need to see permission to let to us from the leaseholder. If the property is Council owned you must also seek their permission – contact Home Ownership, Leaseholder Services section.

Three Sets of Keys – You will need to provide three sets of keys for all communal and external doors, and window locks where you have them.

Smoke detectors – “Fire Angels” or wired in smoke detectors must be fitted in all properties, in accordance with manufacturers instructions. To be fitted in the hallway adjacent to the kitchen, and in the case of a two storey house one on the upper landing.

Condition of Property –

Exterior – roof and walls should be in good repair, structurally sound and weatherproof. Slates, coping, rendering, gutters and downpipes etc. should all be secure and in tact without leaks. The property should be free from any form of damp or water penetration.

Structure – Windows must open and close easily for both ventilation and security purposes. All joints between the structure and the doors and window frames should be adequately sealed, and draught proof. Staircases must be structurally sound, having balustrades, and hand rail fitted to ensure the safety of small children. The space between open risers and stair balustrades need to be less than 100mm.

Services – All flue terminals should be adequately ventilated. All electrical circuits, gas appliances, central heating system, hot and cold water, and water drainage should perform satisfactorily and comply with the requirements of the relevant statutory bodies and legislation. Any gas or electrical appliances such as fires or ovens, left on the premises at the start of the lease must have been included in the appropriate safety certificates.

The preferred form of heating is a gas boiler, timer, individual or main thermostat. Off Peak “Economy 7” is an acceptable alternative for smaller units and flats.

Radiators must be located in all bedrooms, reception rooms and bathrooms, and be adequate for the size of the room.

Properties must have their own individually metered utility supplies.

Heating systems and appliances must have the users instructions supplied at the time the lease commences.

Water storage tanks and cistern to be covered, secured and properly protected against frost.

Light, Ventilation & Openings – Every living room and bedroom should have a window opening directly to the outside. Glazing should be free of breaks and missing or perished putty to be replaced. Windows and doors should be sound with only standard furniture present. No locks or bolts to be fitted to bedrooms and living rooms. Curtain tracks/poles must be provided in the living rooms and bedrooms.

Low level clear glazing where potentially dangerous to children to be sandwiched between clear plastic adhesive sheeting or removed and panelled.

Where window openings are at a low level, a protective Perspex sheet must be fitted across opening to ensure a child can't fall out, but still provide access to open the window by hand.

WC's, bathrooms and kitchens must have opening windows or else an adequate system of mechanical ventilation.

A yale type lock to be provided to the main front door, and mortice to the rear.

Kitchen & Cooking Areas – All plumbing should comply with current water utilities byelaws. Stop valves and services to be readily accessible. Must be an adequate supply of cupboards and work surfaces, being clean and undamaged. Work surfaces must be free from cracks – suitable for the preparation of food.

A 600mm cooker space should be provided, located with an adjacent worktop, and not next to a doorway. A socket should be available for a refrigerator. Waste disposal units should be removed and standard traps fitted. Ceramic tiles or vinyl flooring in one sheet to be fitted – not vinyl tiles. Wall tiles to be fitted behind sink and cooker space, at least 3 tiles high. These should be clean and well grouted to ensure a waterproof finish.

Bathrooms – Plugs should be fitted to bath and wash hand basin. Showers may be acceptable, but not always suitable for family occupation. Bath panels should be securely fixed but accessible. All fixtures should be free from staining and fixed securely to the floor.

WC's should have seat and lid attached.

Ceramic tiles or vinyl flooring to be fitted – not vinyl tiles.

Bathrooms must have fully enclosed light fitting.

Flooring & Decorations– Floors should be level and even. Where carpet remains this must be clean, safe and fitted. Where carpets have been removed, the carpet grippers must also be removed.

Any polystyrene tiles on walls or ceilings present a fire hazard, and must therefore be removed.

Decorations to all rooms, gloss and emulsion should be in good condition, suitable for the term of the lease.

Gardens & Boundaries – Boundaries of the property should be adequately enclosed to ensure privacy and security.

Gardens should be tidy, free of rubbish, and easy to maintain – the garden remains the responsibility of the Landlord under the terms of the lease.

Ponds should be drained and filled in.

Any unsafe or dilapidated buildings must be demolished and cleared.

Unless integral, garages cannot be included in the lease.

External buildings and sheds for the exclusive use of the tenant to be free of stored items. Doors to fitted with a lock or bolt.

Greenhouses and conservatories with unprotected areas of glazing to be protected/removed to prevent accidental damage to children.

A front gate with a suitable closing device must be provided.

Gates to be in a good condition and secured when closed, side and rear gates to have a locking device.

Private leased scheme Interim accommodation Housing Act 1996 Part VII

1 This agreement is made on the **day of 200** between the Mayor and Burgesses of the London Borough of Hounslow who grant and who accept the weekly licence of

The licence will commence on **day of 200**

2 This Licence shall ***not*** be a **Secure Tenancy**.

2a If the Licence is granted as a Joint Licence then the conditions of the licence apply to both licensees jointly and individually.

3 **Information to Licensee**

This agreement allows you to occupy accommodation on a temporary basis only and will be terminated by the London Borough of Hounslow by notice in writing. Once the notice has been given by the Council you should 'give up' occupation of these premises within twenty-eight days. If you fail to do so, the Council will take legal action to evict you. Normally the Council arrange for you to receive an offer of alternative accommodation. Due to the severe housing shortage this may not be Council accommodation and is unlikely to be a house with a garden. If you are found to be intentionally homeless, not priority need, or have substantial arrears you will not be made an offer of alternative accommodation.

4 **Charges**

You must pay a weekly charge for the accommodation of **£ per week**, which includes Water Rates. You may be able to receive Housing Benefit to help pay this weekly charge, which may vary from time to time in accordance with amendments to the London Borough of Hounslow's Scale of Charges. You are advised to claim Housing Benefit immediately.

5 **Conditions**

Your attention is drawn to the following conditions of the agreement. If you break any of these conditions the London Borough of Hounslow may take action to evict you from the premises. You may also be declared as intentionally homeless and you will then have to make your own arrangements for accommodation.

- (i) You should not decorate the property without permission in writing and on no account make any structural alterations to it.
- (ii) You should report any request for repairs to the Temporary Accommodation Team. You should not carry out any repairs yourself. You can report such request by writing to or telephoning your Housing Officer on **020-8583-**. For repairs out of hours and weekends ring **020-8583-2222**.
- (iii) You will have to repay the London Borough of Hounslow for any damage caused to the property by yourself, your family or visitors due to carelessness, misuse or vandalism. **If you lose any keys you will have to pay for new locks to be fined and keys supplied. The minimum charge is £65.00.**
- (iv) You must keep any garden areas clean and tidy.
- (v) You must use the premises as living accommodation only and not allow it to be occupied by anyone not listed below, or for commercial, illegal or immoral purposes.
- (vi) You must allow access to the premises to representatives of the London Borough of Hounslow upon reasonable notice to view the property and to carry out repairs if necessary.
- (vii) You must not assign nor sub-let or part with possession of the premises.
- (viii) You must take all reasonable precautions against the outbreak of fire.
- (ix) You must ensure that no nuisance, annoyance or offence is caused to other residents, whether by the licensee, or any other member of the household or their visitors.
- (x) **You must not install a satellite dish anywhere on the premises.**

This clause applies to any conduct or activity which:

- (a) Amounts to harassment, including abuse and intimidation on the grounds of colour, race, ethnic or national origin.
- (b) Creates unacceptable levels of noise or causes intentional/criminal damage to the property.
- (c) Through any other persistent behaviour, causes severe discomfort or inconvenience.
- (d) You **must not** keep *any* animal on the premises.

6 When you leave the property you should:

- (a) Not remove any fixtures or fittings from the property that were there when you moved in.

- (b) Remove all rubbish and leave the property in a clean and tidy condition. **The minimum charge for the removal of rubbish by the Council is £150.00.**
- (c) Return the keys to the Housing Department, The Civic Centre, Hounslow by **12.00 noon** on the day you leave.
- (d) Notify the Gas Board, Electricity Board and Telephone Company that you have left.

N B *You are responsible for the gas, electricity and telephone services.*

Names of the persons permitted to occupy the accommodation provided.

Relation to the applicant

Full name	Date of birth	Relation to the applicant

I/We agree to the terms of this Agreement and agree to cease to occupy this interim accommodation within twenty-eight days of being given notice to leave by the Council.

	Date:
	Date:

The Council agrees to the terms of this agreement

<i>Duly Authorised Officer of the Council</i>	Date:
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PSL Properties - BACS payment

PSL Address:

Landlord Name:

Landlord Address:

Bank Account details

Name of Bank:

Address of Bank:

Sort Code:

Account Number:

Account Name(s)

Sample Copy

Signature of landlord (s)

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