

Secure Lets

Take the stress out of renting your property



www.milton-keynes.gov.uk/securelets

E: accomdevteam@milton-keynes.gov.uk

T: 01908 258070

Thank you for your interest in the Secure Lets, previously known as the Enhanced Private Sector Leasing Scheme (EPSL) from Milton Keynes Council. The scheme has been working successfully with private sector landlords for many years and our free service helps to provide a successful outcome for landlords wishing to let their properties and for families in need.

What is Secure Lets?


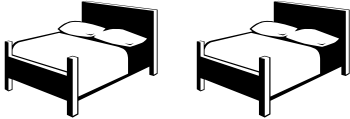

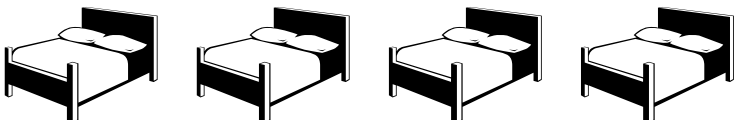
Under the scheme, Milton Keynes Council becomes your tenant and signs a lease for a fixed term. Throughout the period, the agreed rent is paid directly into your bank account. Once the lease is signed the Council sub-lets the property to a suitable family using a licence. Council officers visit the family at regular intervals to ensure that their tenancy is sustainable.

Secure Lets is suitable for both new and experienced landlords who do not have the time to advertise, interview and secure tenants and would like the security of guaranteed rent and a long-term let.

What are the benefits?

- Guaranteed rent each month, even during void periods
- Inspections carried out monthly on commencement of tenancy and subsequently quarterly
- 10% higher payments than Local Housing Allowance (LHA) rate
- Day-to-day repairs undertaken at no additional cost
- No administration or service fees
- Payment of utility and council tax bills for duration of lease.
- Property returned in good condition taking into account fair wear and tear.
- No obligation to provide white goods as we prefer unfurnished properties.

What are the payments?

	£577.67
	£722.15
	£858.24
	£1097.95

What is the process?



As part of the sign-up process, Landlords will be asked to provide the following documents.

Proof of Ownership

- This can be a Land Registry certificate, a solicitor's letter confirming purchase of the property or a current mortgage statement. If the property is being managed by a third party, a letter of authority will be required from the owner noting alternative representation

Confirmation of Agreement to let from Mortgage Lender

- This must be on letter headed paper or can be a document that is signed and stamped from your mortgage provider

Confirmation of Agreement to let from Freeholder

- If you own your property on a long lease, you may need the agreement of the Freeholder in order to let your property. This must be on letter headed paper or other official document

Gas Safety Certificate with any defects remedied.

- If your property has gas appliances, compliance with the gas safety regulations is essential. To comply, a registered Gas Safe operative must issue a safety certificate annually. For more information, visit the Gas Safe website:
<https://www.gassaferegister.co.uk/>

Electrical Installation Condition Report with grade 1 & 2 defects remedied and agreement to rectify any other defects that are discovered during the inspection.

- A electrical installation condition report should be carried out by competent operative, (an ECA or NICEIC qualified electrician) at regular intervals. For more information visit <http://www.electricalsafetyfirst.org.uk/guides-and-advice/for-landlords/>

Energy Performance Certificate

- All properties must have an Energy Performance Certificate (EPC) provided by a qualified Domestic Energy Assessor. For more information visit:
<http://www.rics.org/uk/knowledge/glossary/energy-performance-certificates-for-residential-property/>

Landlord's Building Insurance

- Please provide a copy of the policy, a summary of the risks covered by the policy and notify Milton Keynes Council of any requirements of the insurers.

What standard does my property have to be in?

- We ask for properties to be unfurnished and in a clean and safe condition. Safety matters typically cover such things as the provision of window restrictors in upper rooms, doorstops, fire blanket, carbon monoxide alarms and working smoke detectors.
- We will arrange a visit to advise you on any work that is required prior to sign-up. For guidance on property standards, please refer to <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>.

I've had a change in circumstances; can I have my property back?

- Yes, there is a two month get-out clause in the lease.

Will the payments increase or decrease during the lease?

- The payments will stay exactly the same each month throughout the letting period

What happens if there are rent arrears?

- The scheme provides a guaranteed rent that is paid a month in advance and comes straight from Milton Keynes Council. We sublet to a tenant and claim back from them

Do you carry out all repairs?

- The council will deal with minor, day-to-day repairs at no additional cost to you. If there are major repairs such as a replacement boiler or structural problems identified, we will let you know but these will normally fall to the landlord to rectify.

What if the tenant causes damage to my property or is a nuisance to neighbours?

- Milton Keynes Council maintains regular communication with the tenant including a one-month inspection of the property upon commencement of the tenancy and quarterly inspections thereafter. Tenants are prohibited from having pets in the property, making any changes to the interior, as well as smoking inside the property. There have been no instances of tenants damaging properties, but should this occur then the costs of repair are borne by the council.

Can I access the property at all?

- If there is reason for you to visit the property, we ask that you give us 48 hours' notice so that we can inform the tenant

Do I have to maintain gas and electrical or any other checks for the duration of the lease?

- You will be required to maintain buildings insurance during the period of the lease. If the electrical installation condition report requires to be redone we would ask that you arrange for this. Where there is a gas supply to a property, it is the landlord's responsibility to ensure that a gas safety check is carried out every year. Please provide us with the date and time in advance so that we can notify the tenant

Are there any differences in payments for a flat or a house?

- Payment is based solely on the number of bedrooms, regardless of the nature or condition of the property. Bedrooms must meet minimum sizes as defined under the Housing Health & Safety Rating Regulations

What condition will you return my property in?

- Properties will be returned in the same condition as they were let to us, taking into consideration fair wear and tear

Do I still have to pay the service charges?

- In blocks of flats, any service charges remain your responsibility

What are my requirements with regards to carbon monoxide and smoke alarms?

- From 1st October 2015, all landlords are legally required to install both smoke alarms and carbon monoxide detectors in all of their properties under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- Smoke alarms should be installed on every floor of each property. Carbon Monoxide detectors should be installed in high-risk rooms, such as where gas cookers and hobs, wood burning stoves and open gas fires are situated.

PROPERTY REGISTRATION FORM

Please complete this form to register your property and request an initial inspection.

How did you hear about our service?

Address of property to let

--

Do you own the property?	Is the property empty or tenanted?

Type of property. (House, bungalow, flat etc. If a flat, which floor is it on?)

How many bedrooms? (no. of single or double rooms)

Other: Number of bathrooms, other rooms, garage, garden, type of neighbourhood, etc.

What condition is the property in? (Excellent / Good / Requiring Work)

OWNER / LANDLORD NAME

Note: If you are not the owner of the property, you will need a letter of authority from the owner giving you permission to let and manage this property on his or her behalf

Address of Owner / Landlord		
	postcode	

Mobile

Home

Work

Email

I would like to register an interest in letting my property using the services of Milton Keynes Council.

I understand that I will need to provide necessary safety documentation and prepare the property before an initial inspection takes place

Signed Date