

ADPL 1



Landlord, Property Procedures and Guidance

Read this first

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1. Wording used in this document

In this document, the term 'applicant' refers to the landlord not a letting or managing agent who nominates a property to the scheme.

2. Responsibility for property offered to this scheme

Responsibility for the property remains with the Ashantidutch Property Letting Ltd. But will not take on the responsibility for the management or repairs of any property offered to the scheme as we are responsible for repairs due to deliberate resident damage, gardens and appliance provided by us.



3. Application procedure

Initial expressions of interest will be accepted from all applicants.

Applicants will then complete online:

- i. **Property Application Pack** (ADPL 2) complete online or manually until website is completed at web address;
www.thenovoidsman.co.uk
- ii. **Property Standards Guide** (ADPL 3) this document should be retained for future use.

Once the relevant documentation has been received, checks will be made to establish that the applicant's accommodation meets the application criteria, you will need to get an inventory completed by an accredited company that is **Association of Professional Inventory Providers (APIP)** accredited.

4. Application Criteria

Applicants must meet the following criteria before their properties will entered onto the database to be offered to client base:

- a. The applicant must be *either*:

The owner and landlord of the property- Proof required via land registry
<https://www.gov.uk/search-property-information-land-registry>

Or the managing agent of the property. A managing agent is defined as someone who works for or represents a property owner, manages the property (including repairs) collects rent, and is the sole individual who deals with tenants- Proof will be required in form of a landlord verified anti- money

laundering letter this could be if someone no longer lives in the UK but we reserve the right to refuse acceptance on the scheme.

b. The applicant must be resident in the UK or have a suitable representative with the relevant authority to let the property, however, this authority or power of attorney will have to be legally verified.

c. The applicant must not have been prosecuted by the local authority.

d. All certificates and other documents provided in relation to the property must be acceptable, up to date and valid as they will need to be uploaded onto the website as proof.



e. The property must be free of hazards and meet the criteria set out in ADPL 3.

5. Property standards guidance notes

Guidance notes are provided in Appendix 1 of this document. The applicant must complete the Property Application Pack to certify that the property being nominated meets all of the standards set out.

6. Rent level

We will endeavour to pay the demonstrable market rent on secondary or tertiary flats or self-contained units initially but please apply if you have houses and self-contained HMO units, comparable evidence will be collected to determine market rents, in the cases of any disputes our nominated RICS Surveyor will determine the market rent, this will be at the landlords expense.

7. Ownership of property and permission to let

It is expected that the applicant can produce the following:

A satisfactory copy of the Land Registry entry for the property indicating that they are the owner of the property, **or** a copy of any agreement between the applicant and the owner giving the applicant authority to let the property.

And

A letter from any mortgage holder (if the property is mortgaged) agreeing to the use of the property for the purposes of private renting.

8. Property Inspection

The property to be inspected will be chosen by Ashantidutch Property Lettings Ltd, based on a risk assessment of the range of properties offered.

It is our intention to determine the experience of a landlord and if one is registered on any other scheme, in addition to credit stability if applicable.

Every property will be inspected prior to being entered into the property database and made available to clients, however, due to demand, the inspection may take place after the property has been entered into the database.



If a property is found not to meet the standard specified, the applicant will be notified of the defect(s). All work must be carried out before that property can be leased

A follow- up inspection will then be made after the deadline, to ensure that the work has been carried out. If this has been done, the property will be put forward to be rented.

If, upon re-inspection, the work required has not been carried out, the property will NOT be accepted onto the scheme, and cannot be re-submitted. A 'Note of Concern' will also be recorded against the name of the applicant and a re-inspection fee may be.

Properties not selected for inspection will be put forward for let, and Ashantidutch Property Letting Ltd or associated companies will complete a full inventory, payable by the landlord or the landlord's representative. If there are any issues identified, they will be brought to the attention of the applicant.

9. Note of Concern

A note of concern will be placed against the name of the applicant if their behaviour or the standard of their property is deemed by the scheme administrators to warrant this. Circumstances in which a note of concern may be made include:

- One or more property supplied by the applicant does not meet the required standard AND the property is found, upon re-inspection to have not been brought up to the necessary standard.
- A repair issue occurs during a tenancy, the tenant follows the procedure note supplied by the applicant, but the repair is not completed within a reasonable time (see property standards guidance notes)

NB this is not an exhaustive list.

Should any single applicant have three 'Notes of Concern' against their name, they will be removed from the scheme, and no new properties will be accepted from them. Un-let properties will be removed from the property database. Properties supplied by that applicant that are already let will be subject to inspection. Tenants will be able to remain where they are, but once they vacate the property, it will also be removed from the database.

10. Property database

All properties that are certified by the applicant to meet the requirements set out in the Property Standards Guidance (see Appendix 1 of this document) and whose applicants meet the requirements set above will be entered onto the property database by the client, using the details supplied by the applicant. This is unless a property has been inspected and found not to meet the requirements set out in the standards guidance.

The applicant must notify Ashantidutch Property Letting Ltd within 10 working days in the event that all or part of one of their properties is let, so that customers can be informed.

The property database for this scheme will be held on a computer system that is accessible to members of Ashantidutch Property Letting Ltd and if necessary, relevant external partners. The website will be password protected in order to protect contact details of applicants.

NB Partners are vetted for and must be registered with the ICO commissioner's office, or are an accredited social landlord or a local authority.

11. Additional property records

Details of any property offered to this scheme may also be entered onto the Ashantidutch Property Letting Ltd I.T. system. This is in addition to recording properties that are to be put forward to leased on the scheme.

All properties that are put onto the scheme's property database to be offered to Nacro's clients will not be entered onto the partners I.T. system. As they access the property details from our site and will enable the partner officers to identify the property as part of this scheme and will provide them with background information on the property.



Properties that have been inspected may also be entered onto the I.T. system for our records, whether they are accepted onto the scheme or not. However this information will not be shared with other parties unless one gives permission to do so.

The domicile of landlords will also need to be established due to possible tax implications if the landlord were to live abroad, in such a situation we will be advised by our tax specialist and the appropriate deductions will be made.

12. Certificates, Contracts & Insurances

The following documents are required.

- A Satisfactory “Periodic Inspection Report” for the fixed electrical installation in the property from a recognised inspection body. (i.e. NICEIC, ECA etc.)
- A satisfactory Electrical Test Certificate for the fire alarm system (HMO / Bedsit only) from a recognised inspection body. (i.e. NICEIC, ECA etc.)
- A satisfactory Landlord’s Gas safe gas safety certificate (if gas is supplied to the property).
- A satisfactory Energy Performance Certificate (EPC band A - High D all other bands will need to be updated by 2018 or your property may be deemed as been uninhabitable thus been in breach of contract) for more information see website for details.
- A satisfactory Legionella assessment will need to be completed. In order to comply with the Health and Safety Executive's Code of Practice landlords are strongly advised to carry out a risk assessment at their premises prior to letting especially if there are open water tanks, cooling systems or a swimming pool. We request that a copy of any written risk assessment is provided upon instruction. Asbestos survey and any removal works
- A letter from any mortgage holder agreeing to the use of the property for the purposes of private renting, with the exception of landlords that have a mortgage on a buy to let basis.
- A Satisfactory Service Contract for the central heating system.
- A satisfactory current Insurance certificate / policy document for your building insurance. (You will need to obtain confirmation from your insurer that adequate building insurance is in place to cover rebuilding or reinstatement of the property in the event of damage or destruction by usual risks. We will also need confirmation that the policy does not impose restriction on the type of occupants (i.e. owner-occupiers or tenants) and that cover is also in place for public liability of at least £5million).



13. Security and locks

The lock to the dwelling will need to be replaced with Rainer locking system as this system allow for the lock to be rekeyed on site should the key be lost, we will supply the lock but it is the clients responsibility to specify the lock type based on the type of door.

It is then your responsibility to get the lock fitted, that said we can assist if needed

We need two set of key as NACRO will retain a set and so will Ashantidutch Property Letting, At the end of the scheme both sets of keys will be returned.



14.Fees

An initial set up fee and management fee of 10% is payable apply for details.

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TO CHANGE WITHOUT NOTICE TO IMPROVE
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