

# Landlord Onboarding Pack

Future Housing

A structured route for onboarding properties into the Future Housing Framework. This document outlines the requirements, responsibilities, and process for landlords joining our regulated accommodation framework.

This pack is intended for landlords who have already had an initial discussion with Future Housing and are proceeding with the onboarding process.

## What's Inside

- Framework overview and suitability criteria
- Property standards and li-

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- Complete compliance documentation checklist
- Onboarding process and timeline
- Fee structure and next steps

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## SECTION 1 — PURPOSE

This document sets out the requirements, responsibilities, and process for onboarding a residential property into the Future Housing Framework.

It is intended for landlords who have already had an initial discussion and are proceeding with onboarding.

## SECTION 2 — FRAMEWORK OVERVIEW

Under the Future Housing Framework:

- The landlord retains full ownership of the property
- The property is operated within a regulated housing framework
- The landlord remains responsible for the property, tenants, and compliance
- Occupancy is structured through the Future Housing Framework

The framework is designed to provide a stable, professional route for landlords operating within the social and supported housing sector.

## SECTION 3 — SUITABLE PROPERTIES

The framework is suitable for:

- Residential properties in England or Wales
- Properties that are vacant or becoming vacant
- Landlords able to meet enhanced safety and room standards
- Landlords operating within a regulated environment

It is not suitable for:

- Short-term or holiday lets
- Properties unable to meet safety or condition requirements

## SECTION 4 — PROPERTY STANDARDS & LICENSING

Properties must meet enhanced standards, including:

- Fire safety provisions
- Electrical safety
- Suitable room sizes
- Shared facilities where applicable
- Overall good condition

### HMO Licensing Position

Properties operating under the Future Housing Framework are exempt from HMO licensing requirements.

No additional HMO licence is required where the property is operated in accordance with the framework.

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## SECTION 5 — LANDLORD RESPONSIBILITIES

The landlord remains responsible for:

- Ownership and legal control of the property
- Lettings and tenant management
- Property maintenance and repairs
- Compliance with housing and safety legislation
- Maintaining valid safety documentation
- Ongoing property standards

Participation in the framework does not remove or transfer statutory landlord obligations.

## SECTION 6 — COMPLIANCE DOCUMENTATION

A complete compliance document pack is required prior to onboarding.

Core documents:

- Electrical Installation Condition Report (EICR)
- Gas Safety Certificate
- Fire alarm certification
- Emergency Lighting Completion Certificate
- Legionella risk assessment
- EPC
- Asbestos report
- Damp or condition report
- Fire risk assessment
- Lease (if applicable)
- Proof of ownership (title deed)
- Landlord insurance (for properties rented to tenants on benefits, such as housing benefits or Universal Credit)

All documents must be valid and current.

## SECTION 7 — ONBOARDING PROCESS

- Confirmation of suitability
- Submission of property details
- Compliance documentation review
- Framework onboarding
- Final confirmation

Onboarding may take up to four weeks, which refers to the time taken for the property to become operational with occupants.

## SECTION 8 — FEES

A one-off onboarding fee of £1,500 per property applies.

This fee covers:

- Compliance review
- Property submission
- Administrative onboarding coordination

Payment is requested once a complete document pack has been submitted.

### Onboarding Fee

# £1,500

One-off payment per property

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## SECTION 9 — IMPORTANT NOTICE

- Submission does not guarantee acceptance
- Additional requirements may be requested
- Onboarding is subject to review

### IMPORTANT NOTICE

Please review all requirements carefully before submitting your application. Meeting the criteria does not guarantee acceptance into the framework.

## SECTION 10 — NEXT STEPS

- Review this onboarding pack
- Complete the property submission form
- Submit all compliance documentation
- Arrange payment of the onboarding fee

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### Ready to Get Started?

If you have reviewed this pack and believe your property meets the requirements, please proceed with completing the property submission form and gathering all required compliance documentation.

For questions or clarification, please contact our onboarding team.