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| **RAPS Scheme**  **Rented Accommodation in the Private Sector** |

Gosport Borough Council Housing Department has a duty to assist customers in relation to their housing need. Once a household has been accepted as homeless and in priority need, they may be eligible for temporary accommodation.

The reasons for homelessness are many but include: owner-occupiers unable to meet their mortgage commitments, people whose homes were attached to their work or business and have lost their jobs, adult children of couples who separate and young single parents who are unable to live at home.

**What is the RAPS scheme?**

The RAPS scheme is designed to utilise the private sector to house our homeless and prevention customers.

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|  | **RAPS** |
| **What are the aims of the scheme?** | To introduce to you a tenant, and to offer protection during the tenancy. |
| **How is the rent determined?** | Set by GBC and dependent upon current Local Housing Allowance Rates (LHA). Your tenant will be liable for a charge made by the Council for the management of their rent account and tenancy support. |
| **What do GBC offer and what are the costs involved?** | Gosport Council provides:   * Named officers (Sarah Dewhirst and Paul McKillen) to turn to for advice/if you have problems; * Guaranteed rent for at least 6 months * Tenancy agreements, * Inventory templates, * An accreditation service (including landlord advice and colour photos of your property), * Referrals to external agencies for floating support for your tenants, * Housing advice on nuisance issues etc, * Limited damage guarantee; we will process claims for damages during / or at the end of the tenancy. * Right to rent checks carried out on all prospective tenants * Your tenant with the latest copy of the governments ‘How to Rent’ checklist at the start of the tenancy.   **All of which are at no extra charge to you, the landlord.** |
| **How is the rent paid?** | Direct from GBC into your bank account, paid monthly in advance. **If** you choose to take the tenant on privately, the rent may be paid by your tenant direct |
| **Who will check to see if my property is suitable?** | The Accommodation & Lettings Officer (Private) will assess condition (see standards for RAPS) |
| **What about property maintenance?** | Gosport Borough Council (GBC) isnota managing agent and, as such, maintenance issues at the property will be your responsibility. |
| **How long will I be able to rent my property On the RAPS Scheme for?** | The property will be let on an Assured Shorthold Tenancy with an initial fixed term of 6 months. The tenancy will then be a ‘rolling periodic tenancy’. This means things carry on as before but with no fixed term – your tenant can leave at any time by giving one month’s notice. Or you as the landlord can end the contract by giving 2 months’ notice. |

**For further information, please contact Paul McKillen or Sarah Dewhirst on 023 9254 5373 or email rapsofficers@gosport.gov.uk**

**What is the process for renting my property – what do I need to do?**

* Check the scheme standards to ensure your property meets them (Please see page 3)
* If your property is mortgaged please contact your lender *before* applying to become a RAPS landlord to ensure you are not in breach of the terms of your agreement. You will also need to speak to your insurance provider and provide us with a copy of your landlord insurance policy.
* Arrange gas and/or electrical checks. You will also need an energy performance certificate (EPC) for the property. As well as providing a copy of these certificates to us at the council, it is required by law that you give your tenant a copy of each certificate at the start of the tenancy.
* Fill out the details on the application form and bank details form (attached) and send it to us along with your safety certificates (gas and/or electric) and EPC. Once we receive your application form, the Accommodation Officer will contact you to arrange a viewing
* During the viewing, you will be advised (if necessary) of any works which are required to bring the property up to the expected standard and of the anticipated rental amount. Only when the required standard has been reached, can a full accreditation be carried out.
* Once your application is completed, we will inform you as soon as we have tenant(s) available.
* Within 20 days of your tenant(s) moving in, youmust provide a completed inventory, signed and dated by you and your tenant(s). A copy of the signed inventory must be given to the Council and a copy must be retained by you. **Please note, without an inventory to refer to, NO claim for damage at the end of the tenancy can be submitted, regardless of damages caused.**

**For further information on your legal obligations and duties as a private landlord, please see the links below:**

<https://england.shelter.org.uk/housing_advice/private_renting/landlord_responsibilities>

<https://www.gov.uk/renting-out-a-property>

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| **LANDLORDS – PLEASE NOTE:** |

Should you move abroad (either temporarily or permanently) whilst you are a RAPS landlord, you MUST advise Gosport Borough Council as there may be tax implications.

For further information or to obtain a tax exemption certificate, please contact:

**HMRC on 0845 070 0040**

**Or visit the website at**

**http://www.hmrc.gov.uk/cnr/nr\_landlords.htm**

**The RAPS Scheme Standard**

Gosport Council, in return for the landlord deal, wants landlords to provide accommodation in Gosport that is of a reasonable standard. This means the following:

* Valid landlord Gas safety & boiler service certificate (**please note: we require a service of the boiler in addition to the standard safety check**) must be provided annually.
* Electrical Safety Test – An Electrical Installation Condition report from a suitably qualified electrician (minimum outcome must be satisfactory) must be provided every 5 years and for every new tenancy an electrical safety check must be completed.
* Energy Performance Certificate at D rating or above, or if lower, a commitment and capability to raise rating to D in a reasonable time scale (reduced rent will apply if works are not completed within the agreed timescale).
* You must provide us with a copy of your landlord insurance policy before the property can be accredited.
* Gas and/or electric meters to be debt free.
* Fixed and programmable heating to be provided, which can adequately and effectively heat the whole of the dwelling (although not necessarily in every room).
* Glazing - all doors and windows should be weatherproof and sound. It is not an essential requirement to have full double glazing. Window restrictors must be fitted on all opening windows above the ground floor.
* Safety equipment – Fire blanket (kitchen), a carbon monoxide detector (in each room that contains a solid-fuel burning appliance) and a smoke detector fitted to each floor level.
* Decoration to be of a reasonable standard\*
* Flooring to be provided throughout\*
* Reasonably modern kitchen\*
* Reasonably modern bathroom\*
* Property to be clean
* Landlord to have no history of harassment or illegal eviction
* Tenancy contracts to be compatible with the Councils requirements (we provide either a standard contract for your use, or give you the contractual requirements that must apply in any tenancy contract)

\* These items are assessed on home visit by our Accommodation & Lettings Officers (Private), in consultation with you. Speak to Paul McKillen or Sarah Dewhirst (023 9254 5373: email rapsofficers@gosport.gov.uk) for advice on your property, and how the Council can help you reach the required property standard.

**RAPS Scheme Application Form for Landlord’s**

**Please note: If any fields are left blank, this form may be returned to you**.

**Landlord Details** (Please ensure you advise us of all owners of the property who should legally appear on the Tenancy)

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| --- | --- | --- | --- | --- | --- |
| Title |  | Full Names & Surname | |  | |
| Title |  | Full Names & Surname | |  | |
| Address |  | | | | |
| Telephone |  | | Mobile | |  |
| Email |  | | | | |
| Representatives Name and contact details (We will contact this person in your absence to act on your behalf) | | | | | |
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**Property Details (**Please complete this field to advise us of the property you wish to bring on to the scheme)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address |  | | | | | | | |
| Type of Property | Bedsit Flat  House Maisonette | | | Number and location of Bedrooms (i.e. any downstairs) | Please advise if under 110 sq. ft. | | If a flat, what floor level? |  |
| Number of Reception Rooms |  | Is the second reception room self-contained? Yes No | | | | Does the second reception room have  a gas fire? Yes No | | |
| Facilities (Please tick all that apply) | Walk in Shower Downstairs Toilet Internal Stairs External Stairs Lift  Parking facilities (if so, please give details) …………………………………..  Disabled adaptions (if so, please give details) ………………………………..  Garden (if so, please give details) ………………………………….. | | | | | | | |
| Preferences | Smokers Permitted  Yes No | | Can your tenant keep pets  If so what kind? | | | | | |
| Ready to let Date |  | | Please note we will require the property to have passed the accreditation standard prior to this date. | | | | | |
| Is there a water meter at the property? | | | Yes No | | | | | |
| **Please read the declarations below & sign to confirm your agreement to the terms.**  I / We have read and observed all the information previously issued to us / me. I / We believe that my / our property meets the standards required. I / We also agree that failure to ensure the property meets those standards prior to applying could result in delays. I / We can confirm no relation to any Councillor or employee of Gosport Borough Council.  I / We understand that if the property is not ready after a 2nd visit by the Accommodation & Lettings Officer (Private) because I / we have failed to carry out works as identified during the first visit, I / we may incur a penalty of £25 which will be deducted from the first months rent. | | | | | | | | |

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| **We may request proof of ownership at any time via Land Registry** |

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| Signature |  |
| Signature |  |

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| This form is to be completed and returned to  **Accommodation & Lettings Team, Gosport Borough Council, Town Hall, High Street, Gosport, PO12 1EB** |

The information required to pay accounts by the BACS system is as follows:-

**Supplier account number**

**This is for GBC office use only**

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| --- | --- |
| **Bank Name** |  |

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| --- | --- |
| **Bank address** |  |
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**Account number**

**Bank sort code**

|  |  |
| --- | --- |
| **Name of account holder(s)** |  |

|  |  |
| --- | --- |
| **Signature** |  |

|  |  |
| --- | --- |
| **Address** |  |
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| **Email address**  (for sending electronic remittance advice) |  |

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| **Contact Telephone Number** |  |

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| --- | --- |
| **Date** |  |

If you change your bank details please let us know in writing.