

Leasing scheme information



Genesis



Introduction

Thank you for your interest in Genesis Housing Association leasing scheme. This information booklet sets out the stages, the requirements and the factors you will need to consider prior to entering into a lease with us.

The aim of this document is to make the process of leasing your property to us as smooth and as simple as possible from the initial visit to the time we enter into a lease with you.

In completing a lease with Genesis, you are entering into a legally binding contract. We will need to ensure your property meets our required standard and that you have all the necessary approvals and consents to enter into the lease.



The benefits

If you decide to lease your property to us we can offer you:

- No management fee
- Zero commission
- Monthly rent payments
- A three year lease
- Competitive rents levels
- A professional management service
- Guaranteed vacant possession at the end of the lease
- Charter mark assured
- Audit commission two star rated

The rent

We will need to visit your property to assess its rental potential and we will make you a rental offer based upon the location, condition and amenities of the property. In most cases the rental income we offer is similar to market rents in the area. Where there is a difference, this will be off set by the benefits of no commission or management fees and payment of some maintenance costs.

For each borough there are maximum rental values for each size of property. The negotiator will have discussed this with you on their first visit.

- We will collect the rent from our tenants and pay this monthly directly into your bank account
- You will receive rent from the date of the tenancy agreement and we will continue to pay you whilst we prepare your property for re-letting should the property become void
- You are protected against market fluctuations in rentals
- You will not face any housing benefit claw backs

Rent will be paid from the first day of the tenancy agreement held between Genesis and our tenant. Should our tenant move out of your property we will continue to pay your rent whilst we prepare the property for a new tenant. Once the property is ready for re-letting we will request a new tenant from the local authority. In the unlikely event that

we are unable to sign a new tenancy agreement after 2 weeks of requesting a new tenant we will stop paying rent until a tenant is found and a new tenancy agreement is signed.

The property standards

The Landlord Property Standards Booklet sets out the minimum property standards for the leasing scheme we operate. It should be used by you as guide when considering the works needed to bring your property up to the required minimum standard. You can find a copy of our Property Standards Booklet enclosed in your information pack.

If you decide to lease your property to us our surveyor will visit your property and working from the property standards, they will draw up a schedule of works. This schedule of works will list all the works you need to complete before we can lease your property. Our surveyor will need to confirm that all identified works have all been carried out before we can finalise the lease.

The management services

Unlike many high street estate agents we do not charge a management fee or commission for managing your property. We will manage the property for you, ensuring any minor problems and day-to-day maintenance issues are addressed promptly.

- We will make regular visits to your property
- We will take responsibility for collection of rent from tenants
- We will take responsibility for the collection and payment of water rates, Council Tax and utility bills from the date of the first tenancy unless this is included in any service charge
- We will take any necessary legal action against the tenants of the property and will bear the cost of any fees incurred
- We will ensure that your property is regularly inspected by our experienced surveyors who will ensure that obligations under the lease are met
- We will comply with the Genesis Service Commitment which sets down standards for us in dealing with our customers

A copy of the Genesis Service Commitment is available on request from the Business Team.

Cost to you

You will need to budget for some expenditure prior to the lease starting and during the term of the lease:

- A non-refundable administration fee
- A Gas Safe safety check
- NICEIC Landlord electrical safety check
- Gas central heating breakdown cover
- Energy Performance Certificate
- The cost of any works necessary to bring your property up to the required standard
- Landlords insurance – policy available through Genesis
- Furnishing your property (for some schemes)
- Your responsibilities for maintaining the property as detailed in the lease
- Administration fees if we carry out maintenance works on your behalf
- Fair wear and tear
- Any other charge levied on the property, such as service charges or ground rent
- End of lease dilapidations not covered by the terms of the lease

Applying to lease your property

If you wish to lease your property to us and you have not already had a negotiator visit please give our Business Team a call on free phone **020 8900 4800** or e-mail us at **landlords@GenesisHA.org.uk**

One of our experienced Business Team staff will be happy to help with your enquiry and will explain the leasing process to you.

If we have already visited your property and made you a rental offer you will need to complete an application form and send it to us with the administration fee before we can progress with leasing your property.

An application form is enclosed in your landlord information pack. Please return by post or fax to:

Genesis Housing Association
Olympic Office Centre,
8 Fulton Road,
Wembley, HA9 0TB
Fax No: 020 8900 4743

The process

The negotiator visit

If you have not already done so, you need to make an appointment for one of our negotiators to meet you at the property. You can do this by calling our Business Team on 020 8900 4800 or by emailing us at landlords@GenesisHA.org.uk

Our negotiator will inspect your property as well as carry out a full assessment to confirm if it is suitable. They will explain the scheme in detail to you. They will be able to answer any questions you may have and take you through the details of what needs to be done. This includes identifying any works necessary to bring your property up to standard. At this stage they should be able to make you a verbal rent offer and within five working days you will receive a formal rental offer in writing and a written copy of the schedule of works which you will need to complete. Please note, the survey of works is not a full structural survey.

Application form

If you are happy with the details of our scheme and accept the rental offer we have made to you then please:

- Complete and sign the application form and return it to us
- Enclose the administration fee of £120 with the application form

The administration fee covers the cost of land registry checks and acquisition administration. We can only accept payment by cheque made payable to Genesis Housing Association.

If you are not going to be resident in the UK during the term of the lease you will need to provide us with details of a UK contact that has the authority to act on your behalf.

Ownership

As part of our service we will check with the Land Registry to verify the legal owner of the property. This will ensure that all persons who own the property are party to the lease. If the property has recently been purchased, or the details are not recorded by the Land Registry, we may require you to provide us with ownership details.

Drawing up the lease

Once we have confirmation of the ownership of the property we can draw up the lease. The lease will be sent to you for you to review and sign. If you are in any doubt about the lease we would advise you to seek independent legal advice. The lease must be signed by all the owners of the property, witnessed where indicated (unless your property is owned by a company) and it should be returned to us undated. The lease we hold (the counterpart lease) will be signed and sealed by us. We will date the lease after our negotiator has confirmed all works have been completed and we have received all valid gas and electrical safety certification. You will then be provided with a lease start date and we will send you your copy of the signed and dated lease for your retention.

Please note: Until you receive a signed and dated lease from Genesis all negotiations are subject to contract. Genesis reserves the right to withdraw at any time.

Routine checking and requirements

You will need to arrange for gas and electrical safety checks to be carried out. Once we have agreed the rental, you should arrange for the tests to be carried out and the relevant certificates completed and sent to us, however please note that at the final inspection we will require a gas certificate no more than one month old and an electrical certificate no more than three months old. This will avoid any unnecessary delays in commencing the lease.

Electrical safety certificate

A current electrical safety certificate (not more than three months old) is required for all properties. The electrical installation testing must be carried out by a NICEIC or ECA approved contractor. You will need to supply an observation free Periodic Inspection Report unless the entire installation has just been renewed or installed, in which case you should provide us with an Installation Certificate. The certificate must cover the length of the lease.

Landlord gas safety certificate

The gas supply and all gas appliances must be inspected by a Gas Safe registered gas engineer at the start of the lease and on an annual basis. You must provide a copy of the Landlord Gas Safety Inspection Certificate (CP12) before we can start the lease. The certificate must be defect free, be no

more than one month old, cover all gas appliances and should indicate the boiler has been serviced.

You also need to arrange a gas central heating breakdown cover for the hot water and central heating and provide us with details of the contract.

Asbestos

You will need to provide us with details of any asbestos in your property or in the communal areas. You will find an Asbestos Information form included in your landlord information pack.

The final inspection

When you have completed the works you will need to arrange for our negotiator to carry out a final inspection of the property. This will ensure that you have completed all outstanding works specified by our negotiator. Our negotiator will make a final visit to the property to ensure that:

- The property is vacant
- All works have been completed to the required standard
- All necessary furniture is in place (where required)
- We have copies of the current safety certificates for the gas and electrical installations, details of the gas central heating breakdown cover and a copy of your energy performance certificate
- Gas and electrical supplies are live and have a minimum of £15 credit on card or key meters and the meter key or card is on site for re-charging purposes (if applicable)
- We hold three full sets of keys to all external doors and outhouses and keys to all window locks

Essential paperwork

We cannot complete the lease and let your property until we have all of the following essential paperwork:

- A signed and undated lease
- Details of your building insurance cover, unless you have requested Genesis to provide this for you under our block policy

Continued overleaf >

- **Company Documents.** If your property is owned by a Limited Company we will require a certified copy of the Memorandum & Articles of Association and a certified copy of the Certificate of Incorporation and the current address of the registered office. Please advise us whether you sign or seal company documents
- The application form, landlord bank details (BACS) form and tax status declaration form completed fully and signed
- Written confirmation from our surveyor that the property is ready for letting
- A valid gas safety certificate, electrical safety certificate, gas central heating breakdown cover and an energy performance certificate
- The asbestos information form

Completing the lease

When your property has passed the final inspection and you have provided all the documentation, we can proceed to completing and dating the lease. At this stage we will ask the Local Authority to provide a tenant for the property, please note we need to give the Local Authority a minimum of five days notice that your property is available to let before the lease can start. In most cases a tenant will move into your property on the first day of the lease.

Please note whilst you are leasing your property to Genesis Housing Association we ask that you do not hold any keys to the property.

Landlords insurance

You must provide us with details of your building insurance. Genesis Housing Association can provide building insurance by placing your property on Genesis block policy.

Insuring your property with Genesis Housing Association

We recommend you insure your property to the value of rebuilding. Please contact your negotiator for details on insuring your property with Genesis.

Your Genesis building insurance is automatically renewed each year while we lease your property and a yearly premium is deducted directly from your rent account.

Genesis Housing Association Building Insurance cover includes fire, rent loss, theft, general perils and also includes accidental damage. Full details and a copy of the schedule are available upon request.

Claims handling procedure

If a claim is made, Genesis Housing Association will liaise with the Loss Assessor and the Insurance Company dealing with the claim, and as such there is a claim handling fee payable. This charge is 10% of the total claim value (net of excess) with a minimum charge of £30 and a maximum of £100 per claim. This charge will be deducted from the amount received when claims are settled.

Insuring your property with your own insurance company

If you decide not to insure through Genesis Housing Association you will need to arrange and provide us with details of your own building insurance. It is vital that you inform your insurance company that the property is to be used to accommodate homeless families. Failure to disclose this information may render your policy void and claims may not be settled. We will require proof of any such insurance arrangement.

If you chose to insure your property with your own insurance company you are responsible for renewing the policy and ensuring that the building is insured throughout the term of the lease.

Inland Revenue requirements

The Inland Revenue requires you to declare the rental received from renting a flat or house for taxation.

If you or any other owners of the property are UK residents it is your responsibility to pay any taxes due and declare the rental income to the Inland Revenue.

If you are non-resident for tax purposes, Genesis Housing Association, as managing agents, are responsible for dealing with tax assessments and payment of tax. The Inland Revenue allows us to retain sufficient funds from your gross rental income to pay taxes due.

If you are working abroad you will still need to complete a tax return declaring the rental income; however you will be entitled to claim a personal allowance against the source of income.

Please complete the applicable section on the application form enclosed in your information pack as we are required to keep tax details by the Inland Revenue.

If the property is owned by two or more people you will need to provide separate tax details. If the property is owned by a Limited Company we will require a certified copy of the Certificate of Incorporation together with the address of the registered office.

If you have any questions or are unsure about anything please contact the Business Team on 020 8900 4800 or email us at landlords@GenesisHA.org.uk

Genesis is committed to providing landlords with a quality service. If you have any queries or problems throughout the term of your lease you can contact the Landlord Enquiry team on 020 8900 4800.

Summary and quick guide

What you need to do

1. Send in application form and administration fee (£120)
2. Send in your insurance details or contact us for Genesis insurance
3. Prepare the property for letting following our guidance
4. Sign and return the lease

What we will do

1. Send you a rent offer following our negotiator's visit and carry out a technical inspection
2. Send you a Schedule of Works (if required)
3. Send you a lease for signature
4. Return to inspect the property after the schedule of works has been completed
5. Start the lease (subject to contract)

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