



LEASING YOUR PROPERTY TO HAVERING COUNCIL

Havering Council offers property owners a Public Sector Leasing (PSL) contract to lease their vacant property to the Council for an agreed period of time.

Under the Private Sector Leasing scheme, the Council will offer the property owner:

- A guaranteed rental lease payment that will be paid directly to the property owner. The payments will continue to be paid throughout the duration of the contract, even if the property becomes void (i.e. unoccupied)
- The offer of an annual repairs subscription for £400 plus VAT, which will cover up to £1,200 worth of repairs (excluding boiler repairs and any structural repairs) to the property. Payment of the full cost of any repair in excess £1,200 will be the responsibility of the property owner.

Eligibility to apply

The main conditions of the scheme are:

1. Applicants must be the legal owner of the property or any portfolio that they hold.
2. The property must comply with the Council's Minimum Property Standards (for details, go to www.havering.gov.uk and enter Property Standards in the search box).

Note that the property must not contain any Category 1 (dangerous) hazards under the Housing Health & Safety Rating System (HHSRS) as set out in the Housing Act 2004 and associated legislation.

This means that:

- Any broken or non-functioning fixtures and fittings must be replaced;
- Boilers must not be older than ten years old, and safety checked by a qualified technician, stating no less than 6 months on the certificate;
- All radiators must be in working order in all rooms and allow heat to circulate throughout the property;
- All properties must be clean, uncluttered and rubbish free;
- All first floor windows must have safety-restricting window locks;
- The removal or capping of all gas fireplaces.

Documentation the Council will need from the property owner

- An Electrical Installation Condition Report (EICR)
- An Energy Performance Certificate (EPC)
- A Landlord Gas Safety Record (LGSR)
- Personal Identification (a current UK passport or drivers licence)
- Proof of their current address (a bank statement dated within the last 3 months, or current council tax statement)
- Proof of ownership of the property (the Land Registry document or a Solicitor's letter confirming property completion)
- Liability Insurance (a copy of the full policy). This is also applicable to flats
- Landlord insurance (a copy of the full policy)
- 'Authority to let' confirmation from the mortgage provider (if still applicable)
- Asbestos Report (if the property was built before 2000)
- Copy of the Boiler policy
- Fire Risk Assessment (FRA) and Legionella report¹.

Any existing Category one (highest priority) hazard must be rectified and evidenced to that effect provided to the Council before the application can be progressed. If these documents are not received within 14 days from the date of request, any offers made will be withdrawn and the process will need to restart.

Next steps

1. A Housing Supply officer (HSO) will inspect the property to ensure it meets the Council's minimum property standards. They will report their findings to the Council's Housing Supply Team (aka Procurement team).
2. For new properties: If passed, the application will be assigned to a Contract officer.

For previously-leased/existing properties: All compliance documents listed above will be required from the property owner.

3. A Contract officer will check the above documentation and will confirm to the owner the terms and condition of the offer with a copy of the draft lease. If requested, the Contract officer will arrange an appointment with the owner to discuss the terms and conditions of the lease contract.
4. A lease contract will be sent by email to the property owner. The contract must be signed by the owner and an independent witness, and must be returned to <mailto:PslComplianceAndLeases@haverling.gov.uk> within seven working days otherwise the offer will be withdrawn.

¹ Only required for blocks or flats. Not applicable if the property is part of a council-owned block.

5. The signed contract will be sent to the Council's Legal department for final sign-off. Sign-off can take up to eight weeks.

The contract will come into effect from the date the property owner has signed the lease and the Council will become the leaseholder of the property for the duration of the contract.

Other important information about the PSL scheme

- 1.1 No deposits will be payable to the property owner under this scheme.
- 1.2 Leaseholders will be required to continue to pay any service charge payments/ground rent for the duration of the leasehold.
- 1.3 The sub-tenant will be responsible to pay Council Tax and utility bills.
- 1.4 The Council will conduct regular inspections to ensure it is in a safe, functioning and lettable condition.
- 1.5 Upon contract commencement, the Council becomes the landlord to the sub-tenant. Therefore, all contact by the property owner should be directed through the Council, not the sub-tenant.

Thank you for your interest. For further information and assistance, please contact:

Telephone: 01708 431515

Email: housingprocurement@havering.gov.uk

May, 2025