





### **I am a landlord, what happens next?**

- ☞ Upon receipt of this form (signed by you and if appropriate your tenant), you will be advised if the housing authority is interested in renting your property and if so, a €200.00 refundable administration fee will be requested.
- ☞ An inspection of your property will then be carried out by a building inspector of the housing authority.
- ☞ You will be advised of any remedial works required and the timeframe expected for completion. (Generally three months from the date of receipt of the inspection report)

### **What are the Main Features of the Scheme?**

Offaly County Council will enter into a contract with you to secure the medium to long-term availability of private rented accommodation for Leasing.

While different contract types may be entered into they will have in common the following main features:

- ☞ The local authority will pay the full rent to the landlord on behalf of the tenant.
- ☞ The Residential Tenancies Act 2004 will govern the relationship between the landlord and the tenant.
- ☞ The landlord must be tax compliant.
- ☞ The property must meet minimum standards including fire standards for private rental accommodation as determined by the local authority.
- ☞ The property must have a BER rating, higher ratings will be prioritised.
- ☞ The landlord must provide a 4 page E.T.C.I. Periodic Inspection Report by a Registered Electrical Contractor
- ☞ If oil heating installed, proof that the boiler was serviced recently
- ☞ Bank details (sort code, account number, name / address of bank)
- ☞ The landlord must have registered, or agree to register the tenancy with the Private Rented Tenancies Board (PRTB).
- ☞ The landlord must provide evidence of payment of NPPR & Property Tax.

### **Landlord & Tenant Relationship and Responsibilities of Landlord**

The key "landlord and tenant" relationship remains between the property owner and the tenant. The local authority will act as broker or agent on behalf of the tenant.

As such, the landlord will retain responsibility for:

- ☞ Insurances - Property, landlord's contents and public liability.
- ☞ Routine Maintenance / Repair and replacement of equipment.
- ☞ Dealing with anti-social behaviour and any other breaches of the tenancy including non-payment of rent to the local authority should they arise.

### **How will rent levels be determined?**

Rent levels will be determined by negotiation between the landlord and the local authority and will reflect local market conditions.

The rent may not exceed the current SWA rent supplement rent level in the area for each type of household (single parents, family households of various sizes etc.). These rent levels will act as an upper limit in negotiations between local authorities and landlords.

However, local authorities will seek a reduction in the current rent level in return variously for:

1. The landlord not having to collect rents for the duration of the Leasing contract.
2. The landlord not having to fill vacancies (advertise and interview prospective tenants) for the duration of the Leasing contract.

### **Deposits and Damage to Property**

No deposits will be paid under the Leasing Scheme as a contractual arrangement will exist between the landlord and the local authority.

However, where damage is caused to property, which is above routine wear and tear, Offaly County Council may guarantee the equivalent of up to one month's rent towards the cost of repair/replacement. The details of this will be the subject of negotiation.

### **Is a Property Inspection deposit required?**

Yes. An inspection will be carried out on your property following receipt of €200.00 deposit. Deposit is refundable upon completion of requested works and signing of contracts. Once any requested works are completed and contracts signed, the €200.00 deposit will be refunded by way of inclusion in the first rent payment. If landlord fails to carry out requested works within 3 months or fails to provide required documentation, deposit will not be refunded.



### **I have an open housing application, I am interested in leasing, what happens next?**

- ☞ Upon receipt of this form (signed by you and your landlord), you will be advised if the housing authority is interested in renting the property on your behalf.
- ☞ An inspection of your property will then be carried out by a building inspector of the housing authority.
- ☞ If the property passes the inspection contracts will then be drawn up

### **How will Leasing work?**

Offaly County Council will pay rent to the landlord directly. You will still contribute to the rent but you will pay it to the Council, not your landlord. Your contribution will be based on the differential rent scheme.

### **How will the LEASING benefit me?**

LEASING will give you long-term housing security. It will also give you access to a range of housing supports. LEASING will also lead to improvements in the quality and standards of private rented accommodation. Finally, if you get a job you can stay in the scheme but you will have to contribute more towards the rent.

### **Who will qualify for the LEASING scheme?**

You will qualify for the scheme if you are on Offaly County Council's housing waiting list.

### **Is a Deposit Required?**

Yes.

- ☞ A deposit equivalent to four weeks rent is required for all Leased properties.
- ☞ Evidence of the deposit having been paid must be produced prior to signing of contracts, if this is not produced the paperwork will not be signed nor keys released and the offer will be withdrawn.
- ☞ Payment can be made in any of the Council's Cash Offices in person by cash, debit card or over the phone. The deposit must be paid in full, part or phased payment is not acceptable.
- ☞ Deposits will be held for the lifetime of the tenancy. The deposit will be returned when tenant vacates the property if there are no arrears on the account or damages caused to the property, this must be requested in writing.

### **Will I have to move to new accommodation?**

Offaly County Council will make agreements with private landlords to provide accommodation on a medium to long-term basis. You may transfer to the LEASING in your current accommodation if:

- ☞ the quality of your current accommodation meets Offaly County Council's standards,
- ☞ your landlord is registered with the Private Residential Tenancies Board (PRTB),
- ☞ your landlord agrees to move to the LEASING scheme,
- ☞ your landlord is tax compliant,
- ☞ your current accommodation does not exceed your needs.

Otherwise your local authority will offer you new accommodation.

### **Can I refuse an offer of accommodation?**

If you are offered accommodation under LEASING, you can refuse it. However, if you refuse two offers of housing within a set period, you will not be entitled to rent supplement for a period of twelve months.

### **Can I still apply for Local Authority Housing?**

No. The Leasing Scheme is deemed by the Department of Environment Community & Local Government to be of equal status to Social Housing; therefore your current housing application will be closed. However in very exceptional circumstances you may apply for a transfer.

### **What happens if I am housed through LEASING and my landlord decides to withdraw from the Scheme?**

If the landlord withdraws your leased house, you will be accommodated in another leased house or considered for housing. Offaly County Council will make sure that any accommodation offered to you will suit your needs and meet our housing standards.