



Foundation Housing Tai Sylfaen

Providing Housing and Support Services

Confidentiality Statement

All personal and property information supplied to
Foundation Housing in connection with the leasing project,
Will be treated with the utmost

CONFIDENTIALITY

and

Any owner wishing to have access to any of this information, may do so by
contacting the
Housing Team at the
Foundation Housing 's Office

Cardiff Office

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LEASING PROJECT
INFORMATION FOR PRIVATE OWNERS



Foundation Housing Tai Sylfaen

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Information For Private Owners

Foundation Housing is currently open to offers from Private Owners of family sized properties (i.e. 1 bedroom & larger) with a view to leasing them for use as temporary accommodation for people in housing need.

The property must be:

- Structurally sound
- Located in Cardiff (or other areas in South West Wales as necessary)
- Accessible by public transport
- Unfurnished (By unfurnished we mean carpets, curtains, tracks, nets and shades)

The Lease

We are hoping to enter into either a twelve-month or thirty-six month lease with Private Owners. And under the terms of the lease, the owner remains responsible for the structure and installations of the building (including heating systems, water pipes etc.). Foundation Housing will be responsible for the internal decoration of the property.

The property will be handed back in good condition, at the end of the lease.

The Rent

The rent will be assessed by Foundation Housing, and will be paid monthly in advance from the start date of the lease. The rent will reflect the size and condition of the property, and the management/maintenance costs.

For further information please contact:

The Housing Team – On the telephone number on back page of this leaflet.

Benefits for Landlords

Include:

- Guaranteed monthly rental payments
- No Management responsibilities
- No rent arrears or bad debts on re-letting of properties

Leasing Your Property to Foundation Housing/Tai Sylfaen

Property Offered

1. Details of the property are taken over the telephone i.e. type, size, owners name, address and telephone number.
 - a) The property must be vacant, or to become vacant without causing loss of accommodation to a sitting tenant.
 - b) Owners must obtain the Mortgagee's Written Consent before proceeding.
2. The following should be noted:
 - a) The property must be vacant, or to become vacant without causing loss of accommodation to a sitting tenant.
 - b) Owners must obtain the Mortgagee's Written Consent before proceeding.
3. Foundation Housing will arrange to view the property to assess suitability.
4. If the property is suitable, Foundation Housing will inspect the property and complete a Schedule of Condition and Inventory.
5. Valuation – Foundation Housing will recommend a rental value.
6. The owner will be sent a copy of the lease agreement. You are advised to seek the advice of a Solicitor.
7. Foundation Housing will contact the owner with an offer of rent. Once the owner has accepted the offer Foundation Housing will ask for:
 - a) Written consent from the Mortgagee as to the sub-letting of the property.
 - b) A signed inventory of furnishings.
 - c) Acceptance of rental offer and authorisation for our Solicitor to search the Land Registry.
 - d) Corgi Gas Certificate
 - e) Electrical Safety Certificate
 - f) 24-hour contract on central heating system (3*)
 - g) Proof of buildings insurance cover noting our interest in the property.
8. The copy of the lease signed by the owner and witnessed, must be returned to Foundation Housing/Tai Sylfaen.
 - a) Written details of Landlords bank account, sort code and contact details.
 - i.) Written instruction on how to operate the heating systems will be required.

Pre-completion stage

9. When all necessary documentation has been received and sent to Foundation Housing's solicitor, we will arrange for the inventory of furnishings to be checked and counter-signed.

Completion stage

10. Foundation Housing will arrange a completion date. The lease to be signed, dated and a copy sent to the owner.
11. On day of completion, four sets of keys are handed over to Foundation Housing.
12. Foundation Housing ensures that the condition of the property and the inventory are as stated.
13. The first monthly payment (or part thereof) is sent to the owner.