

# LEASE STANDARDS

The Standards set out in this document enable DISC Housing and all landlords we work with to have a clear understanding of responsibilities and enable a consistent approach to managing lease agreements. All parties will agree to the Standards prior to a Lease Agreement being signed.

## **DISC Housing will:**

- work in partnership with other landlords to build a portfolio of properties that meet the needs of our tenants and business strategy
- offer long term lease agreements with specific agreed break clauses
- provide all housing management functions
- guarantee weekly rental income regardless of occupancy
- remove the stress of managing a tenanted property
- provide intensive housing management duties which will enable tenants to maximise their tenancy
- complete regular visits and inspections to the property to identify any issues and concerns
- advise tenants on their responsibilities around rent payment, arrears, ASB and neighbourhood disputes etc
- undertake all repairs and maintenance duties in line with agreed responsibilities using only approved contractors
- manage all referrals, waiting lists, references, tenancy sign-up and terminations
- manage all end of tenancy duties in accordance with our policies and legislation
- liaise with landlords on all major incidents or concerns
- arrange appropriate security and safety during void periods – this will include (min) weekly inspections of the property
- arrange additional security and safety where concerns are identified. This may include 'boarding up' of void properties or the installation of alarms and cctv etc.
- provide annual statistics, review and future planning relating to the leased property
- provide support and advice to landlords throughout the lease period
- return the property at the end of the lease agreement in a clean and acceptable condition
- meet with the landlord to return keys and complete all required documentation

### **The Property must:**

- meet the needs of DISC Housing, our tenants and commissioners
- be free from Category 1 Hazards in line with Housing Health & Safety Rating Systems (HHSRS)
- be habitable, safe, dry and secure
- meet Decent Homes Standards
- have up to date legislative safety checks
- be connected to utility services - water, electricity and gas
- have working smoke and carbon monoxide alarms
- be in good decorative order throughout
- all appliances and equipment to be checked for safety and in good working order
- all furniture and fittings will be clean, safe and in good condition
- have fully working and tested heating systems eg boiler and radiators
- external areas eg forecourt, garden(s), yard, out-houses etc will be safe, secure, clean and tidy
- have the provision of appropriate refuse and re-cycling bins

### **The Landlord will:**

- provide proof of ownership of the leased property
- evidence that buildings insurance is in place and renewed appropriately
- evidence that all legislative inspections have been completed including gas and electrical safety and energy performance certificate (EPC)
- provide all appropriate guarantees, warranties, user manuals and instructions
- complete all outstanding or agreed repairs and maintenance work
- provide appropriate number of keys for all external doors front and back doors and any additional locks installed eg windows, outhouses and gates etc
- undertake all repairs and maintenance duties in line with agreed responsibilities using only approved contractors
- complete an inventory to identify all items to be left within the property with aware of any associated risks and responsibilities
- agree terms of the lease agreement
- hand over the property to the management of DISC Housing in a clean and acceptable condition
- enable DISC Housing to undertake all housing management duties without interference
- not to enter or seek access to the property throughout the duration of the lease period without prior permission of DISC Housing
- not to disturb, harass or intrude upon DISC Housing tenants' rights to reside within the property
- notify DISC Housing of any changes, risks or issues relating to the leased property

DISC Housing, Sapphire House, Horndale Avenue, Newton Aycliffe, County Durham, DL5 6DS:  
Our normal working hours are Mon - Fri 8.45am – 4.45pm  
Telephone: 01325 731 222 or Freephone 0800 731 2072 (Free from a landline)

DISC Housing is a Registered Social Landlord. Registration No. 4713, registered in May 2012. DISC Housing is part of Developing Initiatives Supporting Communities (DISC) Registered Charity No. 515755 Registered Company No. 1820492.

[www.disc-vol.org.uk](http://www.disc-vol.org.uk)

[www.facebook.com/DISCservices](https://www.facebook.com/DISCservices)

[www.twitter.com/DISC\\_Services](https://www.twitter.com/DISC_Services)