

Contact details:

DISC Housing Reception

01325 731186

or

01325 731222

or

0800 731 2072

(Free from a land-line)

email: housing@disc-vol.org.uk.

www.dischousing.co.uk

DISC Housing
Sapphire House
Horndale Avenue
Newton Aycliffe
DL5 6DS

If you would like a large print version or an audio version of this leaflet please call the Housing Team who will be happy to provide you with an alternative format.



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 and Registered Company No. 1820492

DISC Housing

LEASING PROCESS

We are building a portfolio of properties across a range of geographical areas.

This leaflet explains the process that we use to ensure the properties we lease are suitable for the needs of our tenants.

As a responsible landlord, we work with our tenants and property owners to make sure everyone is satisfied with the service they receive.

[See inside for further information](#)

DISC Housing is building up a portfolio of properties working with property owners across a range of geographical areas.

We will:-

- ✔ Offer a long term lease
- ✔ Guarantee rent regardless of occupancy
- ✔ Provide a professional 24/7 repairs and maintenance service
- ✔ Take away all the stress of managing your property by providing all of the housing management functions
- ✔ Return the property to you in the same condition as it was handed to us (less fair wear and tear)

We have a range of processes that need to be undertaken before we are able to go ahead and sign a lease agreement.

We need to:-

- ✔ View the property to ensure that it:-
 - Meets legislative Health & Safety regulations
 - Meets our geographical requirements
 - Is safe and in good general repair and decoration

We will then:-

- ✔ Carry out a condition survey
- ✔ Check that the property meets our tenants needs
- ✔ Check with Land Registry that the building belongs to the property owner

You will need to:-

- ✔ Provide us with up to date copies of:-
 - Buildings Insurance Certificate
 - Proof of Ownership with Land Registry (TR1)
 - Gas Safety Certificate
 - Electrical Safety Certificate
 - Energy Performance Certificate
 - Asbestos Survey
 - Fire Safety Certificates (if applicable)
 - Ensure property has Smoke Alarm & Carbon Monoxide Detector (hard-wired)
- (We can provide you with advice and help you achieve these requirements if needed)

- ✔ Ensure all agreed repairs are undertaken before the commencement date of the lease (we can arrange quotes with DISC's approved contractors and facilitate the work)

- ✔ Hand the property over to us fully cleaned (we can also arrange on your behalf to have the property cleaned by DISC's approved contractors)
- ✔ Agree the terms of the lease

Empty Homes:-

Please contact us if you have a property that has been vacant for over 6 months, as we may be able to provide help and advice relating to refurbishment and lettings.