



<b>Policy Title:</b>	Property Leasing Policy
<b>Owner:</b>	Housing Manager
<b>Date Approved:</b>	25 <sup>th</sup> November 2021
<b>Approved By:</b>	Board
<b>Next Review Date:</b>	November 2024
<b>Regulatory Standards:</b>	<ul style="list-style-type: none"><li>• Regulatory Standard 3: The RSL manages its resources to ensure financial wellbeing, while maintaining rents at a level that tenants can afford to pay.</li></ul>

## 1. Introduction

- 1.1 Cadder Housing Association is a registered social landlord, set up in 1994 to improve the living conditions for residents in the Cadder estate in the north of Glasgow.
- 1.2 The purpose of this policy is to clearly define the circumstances in which we will lease properties and the organisations we will lease to. Staff have delegated authority to enter into leasing agreements in line with this policy but any proposal to lease which falls out with the terms of this policy must be referred to the Board for approval.

## 2. Policy Aims & Objectives

- 2.1 The main objectives of the Property Leasing Policy are:
  - Our aim is to meet our obligations to promote equalities and contribute to meeting the needs of the wider community. To achieve this, we will lease a small number of properties to organisations working with people with support needs and to local authorities where appropriate.
  - Where leasing is found to be the most appropriate option the Board delegated authority to the Chief Executive and Housing Manager to enter into agreements on its behalf.
  - The Association will only lease properties to a third party on an exceptional basis. Our policy is to provide the most secure form of tenancy compatible with the purpose of housing an individual based on needs.
  - When we lease property, we will ensure the lessee uses the appropriate model lease agreement, tenancy and occupancy agreements available.
  - Leasing properties will only be considered for the Association's more difficult to let 3 apartment tenemental stock.

### **3. Policy Statement**

- 3.1 Cadder Housing Association owns 695 properties and aims to lease up to three properties to Glasgow City Council to assist with the re-housing of refugees across the city.
- 3.2 The Association is committed to ensuring that these properties are managed in partnership with Glasgow City Council and to ensure that any issues that arise are resolved swiftly and in an appropriate manner.
- 3.2 The properties are leased to assist with the re-settlement and housing of vulnerable refugees in the city and this in keeping with the organisation's charitable aims. This includes assisting the local authority to manage homelessness in the city and helping vulnerable people into settled accommodation.

### **4. Managing Leased Properties**

- 4.1 Leased properties will be managed by the Association's two Housing Officers and monitored by the Housing Manager.
- 4.2 The Association has a model lease agreement in place for properties leased to Glasgow City Council. This agreement has been reviewed and approved for use by the Association's solicitors in November 2021.
- 4.3 We will manage all leased properties in partnership with the Refugee Team at Glasgow City Council. Clear guidance will be provided to the Housing Officers on how to manage leased properties.
- 4.4 The Housing Manager will hold regular liaison meetings with the Refugee Team to ensure that the properties are well managed and to ensure that neighbouring properties do not suffer any disruption.
- 4.5 In the event of issues such as anti-social behaviour (ASB) in leased properties, we will work closely with the agency involved to ensure that the ASB is dealt with in an appropriate manner.
- 4.6 Where issues cannot be resolved and the issues is impacting seriously on our tenants, we will take legal action to end the lease and recover the property. This will be considered only where it has been demonstrated that all other options have been exhausted and legal advice has been sought.
- 4.7 The Refugee Team will approach the Association is the individual or family within the property is settled after 6 months and decide upon whether the property will be flipped to a mainstream property. If so, the Association would receive a Section 5 referral for the individual or family.

### **5. Signing of Leases**

- 5.1 Lease agreements may be signed by the Chief Executive or Housing Manager. As part of the signing process, the Chief Executive or Housing Manager will check that in

signing the lease we do not exceed the total number of leased properties as part of the agreement by the Board.

## **6. Additional Leased Properties**

- 6.1 The Association's Board has given authorisation for up to 3 properties to be leased to Glasgow City Council's Refugee Team.
- 6.2 If the Association wishes to lease more properties to Glasgow City Council or another agency then approval must be sought from the Board.

## **7. Rent for Leased Properties**

- 7.1 Rent for leased properties will be agreed annually by the Association's Board as part of the rent increase process.
- 7.2 The Association must give Glasgow City Council at least 28 days' notice of any proposed rent increase.
- 7.3 Rent for a 3-apartment property leased to the Refugee Team will be £450.00 per month.
- 7.4 Monthly rent will be paid in advance by Glasgow City Council by Direct Debit or Standing Order.
- 7.5 Future rent increases for leased properties will be based upon CPI plus 0.5%. This is what is currently assumed in the Association's Business Plan for future rent increases.