

Borough of Poole Housing Leasing Scheme



Landlord Application Form

Address of premises:.....
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.....

Owner's name & address:.....
.....
.....

Telephone no:..... E-mail.....

PROPERTY DETAILS

(Please tick as appropriate)

Terraced House	<input type="checkbox"/>	Studio	<input type="checkbox"/>	Ground Floor	<input type="checkbox"/>
Detached House	<input type="checkbox"/>	1 Bedroom	<input type="checkbox"/>	First Floor	<input type="checkbox"/>
Semi-Detached House	<input type="checkbox"/>	2 Bedrooms	<input type="checkbox"/>	Second Floor	<input type="checkbox"/>
Flat in Block	<input type="checkbox"/>	3 Bedrooms	<input type="checkbox"/>	Other – floor number	<input type="checkbox"/>
Flat in House	<input type="checkbox"/>	4 Bedrooms	<input type="checkbox"/>	External steps leading to property	<input type="checkbox"/>
Flat above Shop	<input type="checkbox"/>	5 Bedrooms	<input type="checkbox"/>	Disabled access ramp leading to property	<input type="checkbox"/>
Communal Entrance	<input type="checkbox"/>	Own Entrance	<input type="checkbox"/>		<input type="checkbox"/>

CONDITION OF PROPERTY

Is the property you wish to lease to the Council currently void?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If it is not empty, approximately what date will it become vacant?

Is the property free from Damp and mould growth?	Yes	No
Is the property free from Asbestos?	Yes	No
Are the windows double glazed, in good repair, providing good lighting, and ventilation?	Yes	No
Is the exterior of the property in good repair, roof, chimney, external doors, free from structural damage, well painted, rendered, and brick work in good condition etc	Yes	No
Has the property an adequate supply of Domestic water?	Yes	No
Is the kitchen modern? Are there food storage units, a sink with hot and cold water, a safe place for a cooker, washing machine and fridge space?	Yes	No
Is the bathroom modern? Is there a fixed bath, wash hand basin, each with a supply of hot and cold water?	Yes	No
Is there a WC in the bathroom?	Yes	No
Is the property internally in good repair, walls, ceiling, skirting, internal doors, free from structural damage, well decorated?	Yes	No
Has the property an effective system for the draining of foul, waste and surface water?	Yes	No

BEDROOMS

Please indicate how many double and single bedrooms the property has

Double (10.22m ² or 110 sq ft and above)	
Single (6.50m ² or 70 sq ft and above)	

PROPERTY SAFETY

Do you consider the property to be safe in all respects and not to expose occupants to unreasonable risks? (<i>projecting items, mirrors, glass doors etc</i>)	Yes	No
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Are all gas fittings/flues etc. safe and subject to an annual gas safety check by a GAS SAFE (formally CORGI) registered gas contractor?	Yes	No
Is there a kitemarked Carbon Monoxide detector in the premises?	Yes	No
Are all electrical installations and fittings safe and subject to a safety check every 5 years by a qualified contractor?	Yes	No
Does the property have battery operated smoke detectors in each landing and hallway?	Yes	No

FLOORS

Are floors covered with carpet or other suitable covering, which is clean and in good condition?	Yes	No
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GENERAL DECORATION

Are all walls, ceilings, doors and skirting boards in good condition?	Yes	No
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HEATING

Is the property provided with an adequate central heating system for the size of the dwelling?	Yes	No
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KITCHEN

Is there a gas fitting for a cooker as well as an electric fitting?	Yes	No
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SECURITY

Are the external doors to the property of a strong, safe construction?	Yes	No
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WINDOWS AND GLAZING

Are windows in bathrooms and toilets glazed with obscure glass?	Yes	No
Are internal doors with glazing compliant with current regulations?	Yes	No

GARDEN

Are the front and rear garden in good condition, lawn cut, paving areas safe and level?, Outhouse/shed in good condition and empty, fences in tact and all debris cleared	Yes	No
Is there a pond in the garden?	Yes	No

By signing this application I confirm that:

I/we are the owners of the property and that there are no other persons with an interest in the property whose consent is required to enter into a lease

I/we confirm that I/we are not and have not within the last five years been involved in any dispute, legal action or subject to enforcement proceedings as a result of our ownership or occupation of the property

The information that has been provided to the Borough of Poole I is correct and complete to the best of my/our knowledge and belief and that I/we have not withheld any information, whether requested or not, which may be relevant to the application

I/we understand that if I/we provide any information which upon subsequent investigation turns out to be incorrect or false the Council may take any steps necessary to rectify the situation and I /we acknowledge that any false information may invalidate the lease and result in the termination of the agreement.

I will do my best to ensure that, if the property is currently occupied, it remains in the standard set out above.

Property Owners Signature:

Name of Property Owner:

Date

Please return this form to:

**Mark Sloane
Temporary Accommodation Co-ordinator
Housing and Community Services
Civic Centre
Poole
BH15 2RU**

Or by

Email: m.sloane@poole.gov.uk



We can give you help to read or understand this information



(01202) 633436

Text
Relay



18001 01202 633436



boroughofpoole.com/accessibility