

Appendix B: Summary of the PLO scheme referral and sign-up process

Register an interest:

Landlords and/or agents can contact the Council to express an interest in letting their property through the Private Landlord Offer scheme. A web form will be available for landlords to complete, and the PSLO email account promoted for enquiries.

Our dedicated Private Sector Liaison Officer (PSLO) will contact the landlord / agent to discuss the scheme and propose that potential tenants can be referred to the landlord for a viewing. To be accepted for the scheme, property rents must be close to local housing allowance (LHA) rates (typically no more than 10% over LHA, however subject to affordability assessment on a case-by-case basis).

Referrals from the council:

The PSLO will work closely within the Housing Options Team to identify households who are at risk of homelessness, or homeless, and require private rented accommodation. Applicants will agree to be referred to the landlord, or a viewing will be facilitated by the PSLO.

There is no commitment on the landlord to accept a tenant who is referred by the council at any point.

Supporting the pre-tenancy process

An affordability assessment will be conducted with the prospective tenant prior to referral, to ensure the property and terms of the agreement are affordable

The PSLO will attend the viewing to support the tenant and landlord in most cases, however the PSLO will, as a minimum, attend a visual inspection of the property before acceptance onto the scheme.

If the landlord and tenant are happy to proceed to a tenancy, then a Rent Guarantee will be issued to be signed, and a finder's fee arranged once the tenancy is underway.

The landlord will provide all necessary documents to evidence the property is in good repair and meets legal requirements, including a gas safety certificate and energy performance certificate.

In instances where the property does not appear to meet minimum requirements or there are concerns about the condition standards of the property, an inspection by the Housing Standards Team may be required before the property can be accepted and progressed through the Scheme.

Helping to create a sustainable tenancy

The tenant will be supported to make any claims for housing benefit or Universal Credit to cover the cost of their rent. Payments of the tenants housing benefit direct to the landlord will be requested by the PSLO, with the tenant's consent. however will not be guaranteed and is subject to assessment by DWP or CEC Benefits teams.

Tenancy support from our housing support team will provided to tenants who need further support to maintain their tenancy.

Appendix C: Example delivery of the scheme

The tables below provide an example funding commitment for a total of 55 tenancies, with Table 1 representing each property being let on a standard 6-month tenancy, whereas Table 2 provides an example cost if a number of tenancies are agreed at a more secure 12-month tenancy.

- a) Represents the target number of properties secured under the PLO scheme by bedroom size.
- b) Provides an average rent for each property size, using the mean average between the LHA rates in the North and South of the borough
- c) For self-contained properties a standard £250 is awarded, however the below example represents a number of larger in-demand properties receiving a higher £500 payment.
- d) The total financial commitment provided under the length of the agreement, based on the average rent (b)
- e) The cost should landlords successfully claim for loss of rent at 20%

Table 1.

Property size:	a) Tenancies secured on 6-month AST	b) Average monthly rent	c) Finders fee paid	d) Maximum Rent Cover	e) Claim rate @ 20%
Shared housing or studio flats	10	£310	£0	£18,600	£3720
1 bed self-contained flats	20	£445	£5,000	£53,400	£10680
2 bed properties	10	£578	£3,000	£34,680	£6936
3 bed properties	10	£710	£3,000	£42,600	£8520
4+ bed properties	5	£1063	£2,500	£31,890	£6378
Total	55		£13,500	£181,170	£36,234

Table 2.

The table below shows a revised budget commitment and claim rate based on 23% of tenancies agreeing to extended 12-month cover from the outset. The 12-month cover may be available to landlords under the PLO Scheme should the landlord provide a more secure 12-month assured shorthold tenancy. This would increase the length of cover and increase financial liability under the Scheme.

Property size:	a) tenancies secured on 6-month AST	b) tenancies secured on 12-month AST	c) Average monthly rent	d) Finder's fee paid	e) Maximum Rent Cover	f) Claim rate @ 20%
Shared housing or studio flats	10	0	£310	£0	£18,600	£3720
1 bed self-contained flats	15	5	£445	£5,000	£66,750	£13350
2 bed properties	7	3	£578	£3,000	£45084	£9016.8
3 bed properties	7	3	£710	£3,000	£55380	£11076
4+ bed properties	3	2	£1063	£2,500	£44,646	£8929.2
Total	42	13		£13,500	£230,460	£46,092