



PRS Lettings Policy

Responsible Manager	Managing Director/Finance Director
Approved by:	CDL Board
Date Approved	10 th May 2023
Date for Review	May 2026
Version Number	1.0

1. Purpose of the Policy

The purpose of this policy is to set out how Cornovii Developments Ltd (CDL) lets its properties through the Private Rented Sector.

2. Aims and Objectives

2.1 CDL's aim is to let properties in a fair and transparent way and to provide a consistent lettings process, whilst also making best use of its housing portfolio. CDL will achieve this through:

- A clear and transparent lettings policy
- Ensuring the selection of applicants is fair, transparent, and easily understood by applicants.
- Letting its homes in a responsible manner by creating sustainable tenancies

3. Legal and Regulatory Framework

3.1 This policy is governed by regulations and statutory law including, but not limited to:

- Landlord and Tenant Act 1985
- Housing Act 1988, amended in 1996
- Housing Act 1996
- Tenant Fees Act 2019
- Fit for Habitation Act 2019
- Protection from Eviction Act 1977
- Equality Act 2010
- Disability Discrimination Act 1991

4. Lettings Process

4.1 CDL lets its properties in the private rented sector on the open market through an estate agents/STAR housing under a Development Management Agreement.

4.2 The tenancy type available is an Assured Shorthold Tenancy Agreement for a minimum term of 6 months.

4.3 CDL will review all tenancy applications and check that the information provided on the application form is correct and up to date. Tenancies will be initially offered to applicants with a local connection to Shropshire.

4.4 Should a period of 4 weeks pass from the date of first advertisement without a successful applicant being found and the shortlists exhausted, CDL will consider applications from those who do not have a local connection to Shropshire. CDL will also use alternative forms of advertisement, such as social media adverts, local property estate agents, and To Let signage in empty properties.

5. Void Management

- 5.1 CDL deal with void properties efficiently and consistently so that:
- Tenants may take up occupation of their new homes with minimal delay.
 - Losses of rental income to CDL are kept to a minimum.
 - Void repair costs can be managed effectively and show value for money.
 - Decent Homes standards can be achieved efficiently with reference to our Planned Maintenance Policy.
 - Consistent standards of acceptable decorative condition are provided for incoming tenants, through the use of approved contractors.

6. Pre-Tenancy Checks

- 6.1 CDL reserve the right to complete checks on all applicants before making a formal offer of a tenancy. A comprehensive affordability assessment will be completed before an offer of a tenancy is made. This assessment will include determining the financial resilience of an applicant.
- 6.2 CDL will also complete the following checks to ensure the applicant has a Right to Rent in the UK:
- Personal identification checks, to include 1 form of photographic evidence i.e. a passport or UK driving license, and proof of residency i.e. a utility bill showing the current address.
 - Tenancy and employment references, including from the current landlord and employer, will be obtained covering at least a five-year housing/employment history.
 - A three month up-to-date rent statement will be required.
 - Proof of the current tenancy will be required e.g. Tenancy Agreement.
 - Income and expenditure checks to ascertain affordability, especially in cases where there is a history of housing debt.
 - Tenancy Fraud checks (via credit checking agencies) to check for bankruptcy and to assist when determining affordability.
- 6.3 Applicants must consent to the credit check, or the application will be refused. A copy will be made available, free of charge, and upon request.
- 6.4 Personal data will be destroyed in accordance with the Data Protection Act 2018.
- 6.5 All incoming tenants are required to pay 1 month's rent in advance, so a credit remains on the account.
- 6.6 All incoming tenants are required to pay a deposit of 5 weeks' rent and a holding deposit equivalent to 1 weeks' rent. The holding deposit will be deducted from their first rental payment.
- 6.7 CDL reserves the right to refuse or withhold an offer depending on the findings from the above checks.

7. Withdrawing Offers of Accommodation

- 7.1 CDL reserve the right to withdraw tenancy offers at any time in the following circumstances, (including but not limited to):
- Where we have reason to believe the applicant has given false information.
 - Where information has come to light that would make the offer unsuitable.
 - Where we ask for further information from the applicant and the information has not been provided within the timescales given.
- 7.2 Where CDL withdraws an offer of tenancy, CDL will always provide the applicant with the reasoning behind its decision.

8. CDL's Responsibilities

- 8.1 CDL staff are responsible for the day-to-day management and implementation of this policy, for the application of the policy and procedures, monitoring and reviewing performance and making recommendations for improvement.
- 8.2 CDL are responsible for checking that its tenants have the right to rent the property.
- 8.3 CDL are responsible for providing the tenant with a copy of the How to Rent checklist when they start renting.
- 8.4 CDL must protect the tenant's deposit on a Government approved scheme.
- 8.5 CDL are responsible for providing an Energy Performance Certificate for its rented properties. All properties will meet the minimum standard of EPC rating required.
- 8.6 All staff must carry out their duties in accordance with this policy.
- 8.7 Overall responsibility for the implementation of this policy lies with the Managing Director.

9. Training

- 9.1 CDL provide all staff responsible for implementing this policy with comprehensive training.

10. Equality and Diversity

- 10.1 CDL will ensure that this policy is applied fairly and consistently to all our customers.
- 10.2 The lettings policy will be responsive, accessible and sensitive to the needs of all by having regard to the protected characteristics in the Equality Act 2010.

10.3 CDL is committed to promoting equality of opportunity and will ensure that all applicants are treated fairly and without unlawful discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

11. Review

This policy will be reviewed every 3 years from the approval date, or in-line with impacting corporate, legislative, or regulatory change requirements.