

Homeseekers Lettings Service (Private Lettings)



What does the service offer for landlords?

1. View empty accommodation and make recommendations on repairs/maintenance and improvement issues
2. Take photographs of the property in its current empty condition and make a written report for the property file with a copy available to Landlord and prospective tenants.
3. Re-view the property, update and re-photograph after agreed repairs/maintenance has been carried out
4. Ensure all properties let have relevant gas, electricity and energy performance checks
5. Offer a rent bond for duration of the tenancy offered
6. Find prospective tenants for the property who would otherwise be homeless or threatened with homelessness
7. Arrange a meeting between Landlord and Tenant to view property and discuss tenancy conditions. To allow both parties to decide whether they are happy to proceed
8. Supply all legal stationary for the tenancy sign up.
9. Offer some tenancy support for the duration of the bond (6 or 12 months)
10. To include telephone contact with tenant and home visits. Carry out regular checks with the landlord to ensure the tenancy is being sustained
11. Home visit to be made for resettlement between the first and third month
12. Some assistance with mediation between landlord and tenant if required. This mediation would remain impartial to both parties
13. Send reminders to current tenants under the bond who may have breached their tenancy in some way, for example, rent arrears or are not saving monthly to replace the bond after the initial tenancy period
14. Remain impartial and not take sides
15. Offer good quality landlord and tenant advice wherever possible in order to prevent a tenant facing homelessness once again
16. We will deal with claims against the bond scheme within 28 days of receiving relevant proofs in accordance with the Authority's Bond Procedure
17. Give Landlords the choice of six month tenancies or 12 month tenancies, however, we would encourage long term lets for resettlement purposes and to lower any void costs
18. Assist with Universal Credit claims for housing costs
19. The above mentioned services are offered free of charge, to both Landlord and tenant

What the Homeseekers Letting Service cannot offer landlords

1. We cannot offer a full referencing service for prospective tenants
2. We will not pass on private and confidential information without the persons consent
3. We will not divulge 'move on' addresses; however, we can forward on post for a period of three months after the tenant vacates
4. Make judgements on prospective tenants' lifestyle choices
5. We will not be held responsible for any change of circumstances concerning the prospective tenant after the sign up date (or the day the information checks were made). The checks include income proofs, family size, immigration status, reason for their current homelessness, etc.
6. We are not responsible for moving tenants on should the tenancy start to fail. However, we will offer advice to both parties whenever possible
7. We will not pay any monies owed by the tenant and will not guarantee the rent payments
8. We will not tolerate inappropriate, offensive language or behaviour towards our staff or customers. Failure to adhere to this statement will result in Landlords or Tenants not being able to participate in this service