



# **WEST LoTHIAN COUNCIL**

## **PSL Application Pack**

**PLEASE RETURN WITH THE RELEVANT DOCUMENTATION TO THE**

**ACCOMODATION TEAM AT:**

**WEST LoTHIAN CIVIC CENTRE**

**ALLOCATIONS DEPARTMENT**

**GROUND FLOOR**

**HOWDEN SOUTH ROAD**

**LIVINGSTON**

**WEST LoTHIAN**

**EH54 6FF**

**ALTERNATIVELY YOU CAN CONTACT US TO ARRANGE AN APPOINTMENT**

**ON 01506 282754 OPTION 2**

**OR EMAIL [PRIVATE.LETTINGSERVICES@WESTLoTHIAN.GOV.UK](mailto:PRIVATE.LETTINGSERVICES@WESTLoTHIAN.GOV.UK)**

**[westlothian.gov.uk](http://westlothian.gov.uk)**



**West Lothian  
Council**

# **PSL SCHEME INFORMATION**

## **12 MONTH LEASES**

12 month leases will be granted with a guaranteed rental for this period. The rent will match the local housing allowance rate.

## **REPAIRS**

Repairs will be reported to the housing officer who will notify the landlord /agent to allow you to decide how you want to progress. Action to rectify repairs should be taken within a suitable timescale including emergency repairs; West Lothian Council will contact your emergency contact during out of office hours. An update on scheduled repairs must be given with 48hrs of the officer reporting.

## **DETAILED INVENTORY/SCHEDULE OF CONDITION**

A detailed inventory will be carried out to the property with pictures. This will be used at the end of the tenancy in relation to the condition of the property. The property should be empty of all personal items and in a clean and good decorative order prior to handing the application over. 2 sets of keys for the property should be submitted too.

## **DEPOSIT GUARANTEE**

A deposit guarantee to the amount of two months rent will be given to cover any discrepancies at the end of the tenancy out with fair wear and tear. The inventory and schedule of condition will be taken into consideration

## **REGULAR 6 WEEKLY DEDICATED HOUSING OFFICER VISITS**

We will visit the tenant every 6 weeks to make sure property is maintained. You will be contacted by whatever means to keep you up to date.

## **ENDING THE TENANCY**

At the end of the tenancy or at the renewal period a visit will be carried out by the landlord/agent and West Lothian council using the inventory and check out report. The property will be handed back in a habitable state. Any repairs excluding fair wear and tear will be negotiated using the deposit guarantee. Any repairs over this amount will need to go through insurance and the deposit can be used to cover this excess

## **SAFETY CHECKS**

As well as the application being approved by our legal services team a gas and electrical check will be carried out prior to the property being approved. Any works required will be reported to you to have carried out prior to the property being accepted.

## **BANK DETAILS**

A completed SF01 form which will be provided to you by West Lothian Council and bank details on letter headed paper are required for payment of rental. Please ensure these are handed in promptly on receipt as this process can take some time.

## PRIVATE SECTOR LEASING CHECKLIST

To register your property with our PSL scheme you must meet the requirements in the checklist above and provide the relevant documents where necessary.

Please complete the application below entering reference numbers/ expiry dates where applicable. Please arrange to return to the West Lothian Home Choice team with the relevant documents at your earliest convenience.

Contact the West Lothian Home Choice team on 01506 282754 OPTION 2 or email [private.lettingservices@westlothian.gov.uk](mailto:private.lettingservices@westlothian.gov.uk) to arrange an appointment/assistance in completing the form. The documents will be checked with our legal department prior to acceptance to the scheme.

**Failure to comply and provide the relevant documents will result in the property being refused for the scheme.**

<u>REQUIREMENT</u>	<u>MEETS</u>
<p><b>Landlord Registration</b></p> <p>You have registered with landlord registration. All owners must be registered and sign the application.  <b>Registration number and renewal date required</b></p>	
<p><b>Insurance:</b></p> <p>You have adequate buildings and third party liability insurance cover  <b>Document required</b></p>	
<p><b>EPC:</b></p> <p>You have a valid Energy Performance Certificate for the property with a rating of at least D. This must be displayed in the property at all times.-  <b>Document required</b></p>	
<p><b>Repairing Standard:</b></p> <p>Your property must meet this standard. More information can be found at the private rented housing panels website <a href="http://www.prhp.co.uk">www.prhp.co.uk</a></p>	
<p><b>Smoke Alarms &amp; Carbon Monoxide Alarms:</b></p> <p>Must meet current building standards</p>	
<p><b>Electrical Condition Report including PAT testing:</b></p> <p>This should be by a SELECT or NIC EIC electrician.  <b>Please ensure the property has an isolator switch in the property.</b>            Landlords/Agents should ensure the property is electrically safe when the property is passed to West Lothian Council. <b>-Document required</b></p>	

<p><b>Gas Safety (if gas in property)</b></p> <p>Must provide gas safety certificate by registered gas engineer and hold a gas safety repair plan -<b>Document required</b></p>	
<p><b>Risk Assessment Legionnaires Disease</b></p> <p>See health and safety executive approved code of practice and guidance -<b>Document required</b></p>	
<p><b>Proof of Ownership and Mortgage Permissions</b></p> <p>We require a copy of the property title in order that legal services can check that you are able to enter into the lease.</p> <p>PLEASE NOTE: Where a mortgage is attached to the property please check and supply confirmation of permission to sub-let. <b>Document required</b></p>	
<p><b>Agents</b></p> <p>If signing on behalf of landlords we are required to see your completed management agreement signed by both the landlord and yourself. <b>Document required</b></p>	
<p><b>Property Condition</b></p> <p>The property should be clean and in a good decorative state.</p> <ul style="list-style-type: none"> <li>•Doors/Skirting's all fresh and void of old paint marks/dirt.</li> <li>•Light switches/sockets should be clean and void of old paint/dirt</li> <li>•Showers/Bath seals should be clean and fresh.</li> <li>•Tile grouting should be clean and in a good state.</li> <li>•The property should be empty of all personal items.</li> <li>•Flooring all clean and void of large marks/stains</li> </ul> <p><b>The property should be ready to let prior to handing the application and 2 full sets of keys handed over to the service</b></p>	
<p><b>Heating</b></p> <p>Please ensure there are no arrears to gas or electric and that there are full instructions on both heating and utility meter systems.</p> <p><b>Heating instructions required</b></p>	
<p><b>Gardens</b></p> <ul style="list-style-type: none"> <li>•All grass areas cut. Weeds and hedging all tidy.</li> <li>•Bins all in situe and empty.</li> </ul> <p>West Lothian Council will maintain grass cuts between April to October however hedging and weeds will need to be maintained by the landlord.</p>	



# WEST LOTHIAN COUNCIL

## PSL Application Form

### LANDLORD/AGENT INFORMATION :

Landlord/Agent Name:

Property Address:

Postcode:

Property Size:

Date Received:

PLEASE NOTE: WEST LOTHIAN COUNCIL WILL NOT PAY ANY HIGHER THAN THE LOCAL HOUSING ALLOWANCE RATE. THE LHA RATE IS ATTACHED TO THE FORM.

LANDLORD/AGENT INFORMATION :	
Landlord/Owner Name:	
Agent Name (if applicable): MANAGEMENT AGREEMENT REQUIRED IF AGENT	
Contact Address:	
Telephone number:	
E-Mail Address:	
Emergency contact out of hours:	
Landlord Registration Number: ____/____/____	
Renewal Date: ____/____/____	
PROPERTY DETAILS	
Property Address:	
Rent: £	Deposit: £
Bedrooms:    1                    2                    3                    4                    5 (Please circle)	
Garden: YES/NO	
Disabled Access: YES/NO	
Floor Level:	
Factor Responsibilities: YES/NO	

## LEGISLATIVE & SAFETY INFORMATION

**EPC:**

Reference \_\_\_\_\_ Expiry Date: \_\_/\_\_/\_\_\_\_

**We will not accept an EPC rating of less than a D****Property Meets Repairing Standard: YES/NO****Smoke Alarms to legislation requirements: YES/NO Carbon Monoxide Alarms: YES/NO****Electrical Condition Report:**

Reference \_\_\_\_\_ Expiry Date: \_\_/\_\_/\_\_\_\_

**Electricity Provider:** \_\_\_\_\_**Location:** \_\_\_\_\_**Key/Card/Smart/Bill** \_\_\_\_\_**Gas Safety Certificate:**

Reference \_\_\_\_\_ Expiry Date: \_\_/\_\_/\_\_\_\_

**Gas Provider:** \_\_\_\_\_**Location:** \_\_\_\_\_**Key/Card/Smart/Bill** \_\_\_\_\_**Out of Hours Emergency Repair Contract:****Name/Provider** \_\_\_\_\_**Stopcock location** \_\_\_\_\_**Risk Assessment Legionnaires Disease: YES/NO****Landlord and Building Insurance: Reference****Mortgage Permissions: YES / NOT REQUIRED PROPERTY OWNED IN FULL**

## **CONFIRMATION**

### **Please sign to confirm:**

- You give West Lothian Council permission to contact internal departments in making a decision regarding the suitability of your property to the PSL scheme.
- All the information you have provided within this form is true and correct
- That you are legally registered with the Local Authority as a 'fit and proper' person to let property.
- That each property meets the Scottish Core Standards and is in good and tenatable condition including the water, heating equipment and sanitary apparatus in accordance with the Landlord's statutory requirements.
- You agree to gas and electric checks being carried out to the property and any works found are your responsibility. There will be no rental chargeable during this period.
- The property is empty of all personal items and in a clean and good decorative state.
- You have provided \_\_\_\_ full sets of keys for the property.

**Landlord Print:**

**Landlord Sign:**

**Agent Print Name:**

**Signed by Landlord/Agent:**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_



**FOR OFFICE USE ONLY**

All documents received:

Yes  No

Deposit Guarantee Amount:

£ \_\_\_\_\_

Property Accepted/Refused

Yes  No

Expected Handover Date:

\_\_/\_\_/\_\_

If refused reason given:

---

---

---

Area Housing Manager Comments

---

---

---

---

