



Long Term Leasing Scheme - Landlord Submission Form

A. Landlord Details:

Property Owner Name(s): 1. _____ 2. _____

Address of Property Owner: _____

Telephone Number: _____ Email Address: _____

PPSN(s) of Property Owners: 1. _____ 2. _____

If joint owners of the property, please tick if **jointly** assessed for **tax purposes**:

Are you resident in Ireland?* If you are intending on becoming a Non - Resident, you must inform us as early as possible.

Please specify preferred lease term**: _____ (**minimum term is 10 years & maximum term is 20 years)

B. Details of Property to be leased:

Property Address: _____

Type of Property: House Apartment Duplex Bungalow

Number of Bedrooms: _____ Date Property is available: _____

Type of Heating: Gas Electric Storage Heating Oil

Was property purchased under the Affordable Housing Scheme? Yes No

BER Rating: _____ Management Company: Yes No

The following questions relate to Apartments & Duplexes ONLY:

Own Door Access: Yes No Communal Entrance: Yes No

Is there lift access if apartment is located on 1st Floor or Higher: Yes No

Please note:

Each Property must pass an Inspection by the Council's appointed inspector and must meet the requirements under Housing (Standards for Rented Houses) Regulations 1993-2008 & Amendment 2009 and the Department of Environment, Community & Local Government Building Standards 2006. Specific Inspections of the property's Heating & Electrical Systems and Furniture (including Appliances), will also take place by Council officials. Term & Conditions apply.

Property Owners Signature: 1. _____ 2. _____

Date: _____

Pre-Lease Requirements:-

Documents Required:

1. SIGN & RETURN **BOTH** COPIES OF THE LEASE. An original signed & sealed copy will be returned to you on commencement of the Lease.
2. **TAX CLEARANCE CERTIFICATE** for each Lessor if assessed separately for Tax by the Revenue Commissioners. If assessed jointly, please provide the Tax Clearance Certificate for whoever receives the Tax Credits along with a letter/email confirming you are assessed jointly. Evidence must be provided on an annual basis.
3. Land Registry Folio showing Proof of Ownership.
4. BER Certificate **and** Advisory Report.
5. A copy of the insurance certificates, including public liability insurance for the Unit shall be submitted prior to the Term Commencement. If your property is an apartment, your Management Company should be able to provide a copy of the Block Insurance Policy or letter confirming that structural and public liability insurance is in place. You are advised to include Accidental Damage Cover in your Structural Insurance Policy.
6. Management Company House Rules and Managing Agent contact details.
7. Evidence that the management company service charge has been paid i.e. receipt/statement of standing order payment & should be provided on an annual basis.
8. Evidence that installed boiler has recently been serviced.
9. A current Electro-Technical Council of Ireland Inspection Report by an electrical contractor, registered with RECI, for the electrical installation of the house. The result shall show a standard which requires that "no remedial work is required". To find a RECI electrician in your area, please go to www.reci.ie
10. Recent Utility Bills (Electricity; Gas & Water)
11. Proof of registration for the Local Property Tax (LPT)
12. Original signed EFT Form for payment

Inspections:

1. Building Inspection to ensure suitability for leasing – remedial works recommended.
2. Re-inspection by Building Inspector to ensure required works completed.
3. Heating System by Council inspector
4. Electrical System by Council inspector
5. Furniture & Appliances Inspection

Please also note the following on handover as per the Long Leasing Scheme:

- a) The property should be furnished. An inspection of the furniture & appliances will take place prior to the lease commencing.
- b) The property should be clean, tidy & in a condition that is deemed fit & ready for someone to move in (this includes fridges cleaned & freezers defrosted).
- c) It is imperative that all refuse bins are emptied.
- d) All items should be removed from any garden shed (if applicable).
- e) Gardens should be properly maintained with grass cut, hedges maintained (if applicable)

It will be necessary for all relevant keys (**two sets**) to be provided, together with all access & alarm codes. It is important to note that, Keys will be collected at the premises in order for final inspection, meter reading(s) and alarm code to be facilitated.

Long Term Leasing Information

1. 10 – 20 years leases: can be any duration in this time frame
2. Must have vacant possession
3. Property inspected by:
 - Building Inspector to ensure compliance with Building Regulations – subsequently re-inspected on completion of requested works
 - Council's Heating & Electrical Inspectors as taking property into Housing Stock
4. No termination clause (for security of tenure)
5. Can sell the property BUT only to someone who is willing to take on the LTL for the remaining term of the lease
6. Property must be furnished - Furniture & Appliances are inspected before commencement of lease
7. Council will not provide furniture and appliances at the end of the lease
8. Owner is responsible for any issues with furniture & appliances for the first 6 months of the lease – after this period the tenant is responsible for issues with furniture & appliances and issues deemed TR (Tenant Responsibility) by Estate Management
9. Council will be responsible for Maintenance & ASB issues
10. Property handed back in same condition as it was taken on save for normal wear & tear
11. Rent is approx. 80% of market rent
12. Rent is paid on first Friday of each month regardless of whether property is vacant
13. Rent reviews every 4 years - Only one Early rent review can be requested after year 2 but the next rent review will not be until year 8.
14. Owner is still responsible for the following charges during the lease:
 - Local Property Tax
 - Structural Insurance
 - Service Charges (if applicable)
 - And any charges relating to the property which the Government may introduce during the term of the lease
15. No need to register with PRTB
16. Contact details of owner are not passed onto tenant
17. Owner can inspect the property during the lease on receipt of a written request
18. Payments of Utilities (Electricity; Gas & Water) are the responsibility of the tenant.