

## FAQS – LEASING

### 1. HOW DO I APPLY FOR LONG TERM LEASING?

If your property is within Fingal County Council's administrative area, meets the private rented dwelling standards and is **vacant**, the Council will consider your application. A final decision will be made following an initial inspection by Fingal County Council. You can download our submission form from our website; <http://www.fingal.ie/housing/leasing-initiatives/long-term-lease-scheme/> Submission forms will only be accepted via email to [ltapplications@fingal.ie](mailto:ltapplications@fingal.ie) . You will be required to submit a certificate of compliance for electrical and mechanical works up front when submitting your application form;

- All electrical goods and fittings including lighting and showers must be PAP tested and certified as fully compliant by a registered electrical contractor.
- All boilers must have a certificate of compliance and must have been serviced within the last year with proof provided.
- If any of the compliance checks highlighted an issue, then the landlord is obliged to complete required fix and provide certification/proof of same.

### 2. HOW LONG IS THE LEASE TERM FOR?

Fingal County Council (FCC) offer leases for a minimum of 10 years up to 25 years. There will be no break clause during the term of the lease for either party. If the property is sold within the period of the lease it will be sold with the lease agreement transferred to the new owner and FCC's tenant in place until the expiration of the lease. FCC should be notified immediately of any change in the ownership of the property.

### 3. WHY WOULD FINGAL COUNTY COUNCIL REFUSE MY PROPERTY?

Fingal County Council would refuse your property if:

- There is currently no demand for social housing in the specific area.
- Rents cannot be agreed between both parties.
- If the Head Lease for the property has a clause which prohibits the sub-letting of units for a term greater than five years to a person/organisation who do not become registered as a member of the Management Company. It is policy that Fingal County Council do not become members of Management Companies.

### 4. HOW IS THE RENT CALCULATED & PAID

The rent is paid at approx. 80% of the current rate for properties. These monies are paid by electronic fund transfer (EFT) in advance into your bank account. The monies reach your bank account on the first Friday of each month. If there is a period where Fingal County Council has no tenant in the property there will be no rent loss to the owner. Please note that if a landlord is living outside Ireland the rental income is subject to 20% withholding tax. Further information on this is available at [www.revenue.ie](http://www.revenue.ie)

### 5. WHO WILL BE LIVING IN MY PROPERTY?

The tenant accommodated in your property will be from Fingal County Council's Housing List. FCC will have exclusive use of the property during the term of the lease and will allocate tenants.

## **6. WHO WILL BE RESPONSIBLE FOR MAINTENANCE TO THE PROPERTY?**

The property owner will be responsible for any structural repairs to the exterior and roof of the premises. Following a six week liability defect period (white goods) and a six month liability defect period (drains, sanitary fittings, boilers, etc.) Fingal County Council will take responsibility to manage the tenancy and to manage and maintain the property. All everyday maintenance, e.g. grass cutting, etc. will be the responsibility of the tenant.

## **7. WHO IS RESPONSIBLE FOR THE PAYMENT OF EACH HOUSEHOLD CHARGE?**

- **Management Fees:** The owner is responsible for the payment of these fees throughout the term of the lease.
- **Refuse Charges:** Where there are no management fees applicable the person allocated the house will be responsible for the payment.
- **House Insurance:** The owner is responsible for the annual insurance payment and evidence of insurance may be required to be submitted at each review date.
- **Local Property Tax:** The owner is responsible for the payment of this fee.

## **8. IN WHAT CONDITION WILL MY PROPERTY BE RETURNED TO ME?**

At the end of the lease term the Council will ensure that the property is returned in good condition minus fair wear and tear. It should also be noted that furnishings will not be replaced.

## **9. DOES THE OWNER NEED TO REGISTER WITH THE RESIDENTIAL TENANCIES BOARD (RTB)?**

No.

## **10. CAN I WITHDRAW FROM THE CONTRACT DURING THE LEASE TERM**

No. However, under the long term leasing arrangement the property can be sold by the property owner during the term but only on the condition that the lease agreement is transferred to the new owner and the local authority is notified in advance.

## **11. WHAT DOCUMENTS OR SERVICE REQUIREMENTS WILL I BE REQUIRED TO SUBMIT?**

### **Document Requirements:**

- Confirmation of date from which the property is available for leasing (with all the required works complete).
- Current Tax Clearance Access No. (TCAN No.) In the same name as the person(s) whose Bank Account details are provided.
- Completed EFT form for setting up the payment of the monthly rent.
- Future postal and email address of the owner for correspondence purposes.
- BER Certificate.
- ETCI Report.
- Recent Gas Boiler Certificate.
- Copy of Annual Service Charge Receipt (where applicable).

- Copy of the House Rules (where a Management Company is in existence).
- Annex K form regarding standard of smoke alarms in the property.

**Service Requirements:**

**Electrics** – An RCD fuse board is required with all circuits labelled. A current ETCI/ECSSA Periodic Inspection Report by a registered electrical contractor for the electrical installation in the dwelling will be required for each property before entering into lease. The result of the inspection shall show a standard which requires that “no remedial work is required”.

**Gas** – Systems to be checked and tested with any required works undertaken to ensure compliance with Regulations. Once the works are undertaken a current Declaration of Conformance Certificate for an IS 8133 annex C (service) and annex E (inspection) by a Registered Gas installer for the gas installation in each dwelling. Each gas supply from the meter shall undergo a soundness test to ensure that it complies with regulations. If a gas boiler is present the boiler should have been serviced with the heating systems fully operational and balanced.

**Water Systems** – Water storage tanks to be lagged and have a tight fitting lid. Pipework in areas such as attics should be insulated – main isolating stop cock to be labelled.

**TV/Telephone** - TV and telephone connections to be available.

**Flooring:** Floor covering to be provided in all rooms, stairways, tiling/ nonslip flooring in wet areas.

**Other:** All fabrics should be fire retardant.

Each window, balcony door, patio door shall be provided with blinds and curtains, which shall have secured/safe cords, chains.

Windows on upper floors to have restrictors that restrict easy opening (e.g. by child) but which allow quick release, when required.

All appliances shall be clean (e.g. fridges defrosted) with all accessories (e.g. shelves), fully and correctly installed to the manufacturer’s requirement and be in full working order.

**Fire Safety Systems:** LD2 standard fire / smoked detection system required – smoke / heat detections required to stairs/landing, kitchen and living room mains interconnected with 10 year battery back-up.

## **12. DO I HAVE TO FURNISH THE PROPERTY?**

No. However, there will have to be the following provided in the property:

- Facilities for the installation of cooking equipment.
- Sink, with a piped supply of potable cold water taken directly from the service pipe supplying water from the public main or other source to the building containing the house and a facility for the piped supply of hot water, and an adequate draining area.
- Suitable facilities for the effective and safe removal of fumes to the external air by means of a cooker hood or extractor fan; and
- Suitable and adequate number of kitchen presses for food storage purposes.