

Fingal County Council Long Term Leasing Scheme – Landlord Expression of Interest

Scheme – Yes or No: (If yes, consent to let must be sought from Fingal County Council Housing Loans Department)	
Date property is available:	
Property Type: (House, Duplex, Apartment, Bungalow etc.) If apartment please state floor level:	
Garden – Yes or No:	
Balcony – Yes or No:	
No. of Bedrooms:	
Attic Conversion – Yes or No:	
Lender’s consent where mortgage applies to the property:	
The following questions relate to Apartments and Duplexes ONLY:	
Own Door Access – Yes or No:	
Communal Entrance – Yes or No:	
Is there lift access if apartment is located on 1st Floor or Higher– Yes or No:	
Lessor (Property Owner)	
Name of Lessor:	
Contact Address of Lessor:	
Email Address and Contact Number of Lessor:	
Lessor’s Agent (if applicable):	
Emails Address and Contact Number of Lessor’s Agent:	
Proof of Ownership required: (Folio or Deed of Transfer)	

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Valid Tax Clearance required	
Management Company – if applicable	
Name of Management Company:	
Name of Management Company Agent if applicable:	
Management Company Monthly Fees:	
Written consent from the Management Company to lease the property is required	
Management Company House Rules required	
Parking:	
Is there Parking Available - Yes or No	
Please specify Parking options: (surface, underground, communal, designated, numbered etc.)	
Required Documentation:	
Electro-Technical Council of Ireland (ETCI) Completion Certificate or a Periodic Inspection Report (PIR) stating 'no works required'.	
Annex K Certificate:	
Portable Appliance Testing (PAT Test). Where appliances are new, warranties are required:	
RGI Declaration of Conformance Certificates (Completion Certificates) dated within 12 months:	

Furniture and furnishings to be provided prior to signing of Lease Agreement. All items must be in place at the final inspection.	Furniture and furnishings must be of good quality. Please see schedule below.
Building Energy Rating Certificate (BER) Must provided prior to signing of lease.	Must be a minimum rating of D2 .

Schedule of furniture and furnishings:

Long Term Lease - Furniture Requirements
Kitchen
Appropriate Floor Covering – non-slip.
Appropriate light cover/ light shade
Blinds/Curtains
Cooker – must be electric (**CLEANED) (1 x 4 ring hob, oven and grill)
Hood Extractor
1 x fridge freezer or 1no x fridge and 1no x freezer (**CLEANED & DEFROSTED)
1 x washing machine and 1 x dryer (where the property does not contain a garden/yard for the exclusive use of that property). Combined washer/dryers are acceptable.
Living Room
Floor Covering(s)
Suite of furniture (Must be appropriate to room size and occupancy)
Appropriate light cover/ light shade
Blinds/Curtains
Dining Room
Floor Covering(s)
Table and Chairs (Must be appropriate to room size and occupancy. Glass tables are not acceptable)
Appropriate light cover/ light shade
Blinds/Curtains
Bedroom (1) - Master Bedroom
Floor Covering(s)

1 x Double Bed & Mattress. (All bed frames and accessories shall be clean and free from damage. Mattresses must be new with plastic covering)
Appropriate light cover/ light shade
Blinds/Curtains
Wardrobe (fixed back to wall)
Bedroom (2)
Floor Covering(s)
2 x Single Beds & Mattresses. (All bed frames and accessories shall be clean and free from damage. Mattresses must be new with plastic covering)
Appropriate light cover/ light shade
Blinds/Curtains
Wardrobe (fixed back to wall)
Bedroom (3)
Floor Covering(s)
2 x Single Beds & Mattresses <u>Or</u> 1 x Single Bed & Mattress <u>if a 3 bed</u> . (All bed frames and accessories shall be clean and free from damage. Mattresses must be new with plastic covering)
Appropriate light cover/ light shade
Blinds/Curtains
Wardrobe (fixed back to wall)
Bedroom (4) if applicable
Floor Covering(s)
1 x Single Bed & Mattress. (All bed frames and accessories shall be clean and free from damage. Mattresses must be new with plastic covering)
Blinds/Curtains
Wardrobe (fixed back to wall)
Appropriate light cover/ light shade
Bathroom/En-suite
Appropriate Floor Coverings – non-slip
Blinds/Curtains (Not essential where the window is frosted)
Appropriate light cover/ light shade
Garden
Grass and landscaping to be cut and tidied
Garden Shed (if any) to be emptied

Bins to be emptied

It is the responsibility of the Lessor to ensure that they consult with their finance provider and have consent to enter the property into a leasing programme. Evidence of same must be provided.

In assessing the suitability of a property for leasing, the Council will consider the demand for social housing in the area and the objective of achieving a sustainable community.

Once the Council receives the requested documentation and are satisfied with same, the property will proceed to the next stages of the application process. The Council will arrange for a survey to be completed on the property. The survey will determine what works will need to be carried out by the owner.

It is the responsibility of the Lessor to inform Fingal County Council when the property is ready for final inspection.

Final decision to take any property on will be subject to final inspection and sign off and satisfaction of documents received.

Property Owners Signature:

1. _____

2. _____

Date: _____

Date: _____