
CVPS Mid Market and Market Rent Lettings Policy

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Mid-Market Rent and Market Rent Letting Policy

Policy Number CVPS4

1. GENERAL

1.1 Aims and objectives

The aims of our Letting Policy are to create sustainable tenancies, and to ensure that we treat everyone who applies to us for housing in a fair and professional manner.

Our objectives include:

- providing a customer focused letting service;
- utilising letting processes that are straightforward to administer;
- providing appropriate advice and assistance to customers;
- promoting tenancy sustainment through making the best use of our housing stock; and
- minimising the time taken to let empty properties and thereby minimising void rent loss.

1.2 Equalities

We will consider all applications, regardless of sex, faith or religion, race, ethnic origin, sexual orientation, mental or physical health, disability or marital status.

1.3 Confidentiality

We recognise that confidentiality is important to applicants and will treat information that we receive in the strictest confidence under the Data Protection Act 2018. We will not pass on or discuss with any third party any information provided by any applicant without the applicant's written permission.

1.4 Applying for housing

All applicants interested in being considered for Mid-Market Rent or Market Rent properties should complete the appropriate CVPS application form. CVPS will advertise vacant Mid Market Rent and Market Rent properties through our Avant brand. We will also retain a list of potentially interested applicants, which will be reviewed and updated routinely.

Applicants must provide us with all of the information and any supporting evidence that we need to assess their circumstances. It is important that applications are completed carefully and with as much detail and information as required. Information provided must be accurate and up to date. Applicants must notify us of any changes to the information as soon as the change is known.

Applicants must co-operate fully with any reasonable investigations needed to confirm the details of an application that we carry out or which is carried out on our behalf and must allow our staff access to their home to inspect it. If we subsequently find out that we have created a tenancy that has been the result of an applicant providing false or misleading information we may take action to end the tenancy.

1.5 Tenancy references and credit checks

When someone applies for a tenancy, we will ask them for the contact details of any current and previous landlords so that we can seek tenancy references. We will also seek proof of income and carry out a credit check to ensure that an applicant has the resources to sustain a tenancy successfully.

We will ask all applicants, and anyone applying to be housed with them as a joint tenant, to sign a mandate confirming that they are happy for us to seek tenancy references and carry out credit checks. Without this authorisation we cannot contact landlords for a reference, we cannot get a credit check carried out. This means that we cannot process an application and cannot offer a tenancy. We will also carry out a home visit to all applicants prior to an offer of tenancy being issued.

We will not make an offer of tenancy if:

- a tenancy reference tells us that an applicant owes a landlord rent, has behaved anti-socially or has otherwise broken their tenancy agreement; or
- a credit check identifies that an applicant has a poor credit rating.

1.6 Tenancy agreement

Tenancies will be let on the basis of a Short Assured Tenancy or a Private Residential Tenancy from December 2017.

The Short Assured Tenancy and Private Residential Tenancy agreement is a legally binding contract. It sets out the rights and responsibilities of the tenant as occupier of the house and of CVPS as landlord.

When we make an offer of housing to joint applicants we will create a joint tenancy. This will help protect the rights of each joint tenant, while making them jointly and severally responsible for maintaining their conditions of tenancy.

The tenant will be expected to pay a tenancy deposit at the start of their tenancy in accordance with the Tenancy Deposit Scheme (Scotland) Regulations 2011. Rent will be payable in advance, calendar monthly using Direct Debit.

We will make all reasonable efforts to fulfil our part of the contract and we will expect the applicant to do the same. We will take action against any tenant who breaches any part of the tenancy agreement.

1.7 Subletting and lodgers

Tenants cannot sublet their property or take in lodgers.

1.8 Keeping pets

The Tenant will not keep any animals or pets in the Premises without the prior written consent of the Landlord. Any such consent will not be unreasonably withheld. Any pet (where permitted) will be kept under supervision and control to ensure that it does not cause deterioration in the Premises, deterioration in the condition of common areas, nuisance either to neighbours or in the locality of the Premises.

1.9 Minimum lettable standard

We will seek to allocate all of our houses in good order and in line with our minimum lettable standard.

2. LETTING MID MARKET RENT (MMR) PROPERTIES

2.1 Definition

Mid Market Rent (MMR) properties are designed to assist in meeting the accommodation requirements of households who have incomes generally in excess of that of normal Social Rented houses, but less than for comparable Market Rent properties within our areas of operation. Therefore the rent levels for Mid Rent properties are set between those of Social Rented or Market Rent properties. Mid Market Rent properties are generally let on an unfurnished basis, but with carpets, blinds and white goods provided.

2.2 Letting Mid Market Rent properties

We will prioritise the let of Mid Market Rent properties using criteria listed below.

The following criteria must be met by all Mid Market Rent applicants:

- At the point of let, prospective tenants should be employed.
- Prospective tenants must be economically active. Single persons should have a maximum annual salary of £28,000 and other household should have a maximum annual salary of £36,000, however applicants without regular income but who have access to capital funds will not be discounted.

In addition to the above, we will prioritise applicant's using a combination of the following criteria:

- they are current tenants of either a local authority or housing association within the local housing market;
- they are on the common housing register seeking affordable housing within the local housing market;
- their household has a local connection, either through work, family or cultural networks;
- they are ex-service personnel.

Where there are multiple applicants interested in a vacant property we will give preference to the following:

- those living in private rented housing;
- those living with family, friends or relatives;
- those lacking security of tenure in their current home;
- homeowners of properties where a change of circumstances such as health or relationship breakdown means that they require to move;
- those occupying a Council or Housing Association property within the local housing market; or
- those registered on the common housing register within the local housing market.

Where there is low demand for properties we will consider expanding the criteria to ensure timeous relet.

3. LETTING MARKET RENT (MR) PROPERTIES

3.1 Definition

Market Rent (MR) properties are designed to assist in meeting the accommodation requirements of households who have incomes generally in excess of that of normal Social Rented or Mid Market Rent properties. The rent levels for Market Rent properties are determined by the location, property type and property size, and we benchmark local housing market rental charges for similar properties. Market Rent properties are generally let on an unfurnished basis, but with carpets, blinds and white goods provided.

3.2 Letting Market Rent properties

We will generally let Market Rent properties on a first come first served basis. However to ensure tenancy sustainability, we will test affordability by applying minimum income criteria.