

Former Belsize Fire Station Private Management Agreement

1. Access to tenancies for people on the intermediate housing register of interest

- The Provider will give notice when an intermediate rent flat is (or both intermediate flats are) available for letting by submitting an advert for the letting(s) to the Council.
- The Council will send an acknowledgement to the Provider upon receipt of the advert.
- The Council will circulate the advert to eligible households on our Intermediate Housing Register of Interest.
- Households on the Register will be invited to contact the Provider directly for more information and/ or to arrange a viewing.
- The Provider will not advertise, market or let the intermediate rent flat to anyone who is not on the Council's Intermediate Housing Register of Interest for a period of two calendar months from receipt of the advert.
- These arrangements will apply to the first letting of each intermediate rent flat and each subsequent re-letting.

2. Rent levels and London Plan maximum eligible income

General

- For the first and subsequent letting of each intermediate rent flat, each intermediate rent flat will be let to a household with a gross income not exceeding the London Plan maximum eligible income (currently £60,000 gross per annum), unless otherwise agreed by the Council.
- The London Plan maximum eligible income for intermediate rent homes can be confirmed by reference to the most recent London Plan and London Plan Annual Monitoring Report. The Provider will contact the Council for confirmation of the maximum eligible income in the event of any uncertainty.

Letting to households at the lower rent level

- For the first letting of each intermediate rent flat:
 - the intermediate rent flats will be marketed for six calendar months on the basis of an *initial lower rent* of £12,480 per annum/ £240 per week for each flat, including service charges;
 - the Provider will let each intermediate rent flat at the *initial lower rent*.
- For subsequent re-lets of each intermediate rent flat:
 - the intermediate rent flats will be marketed for six calendar months at the *reviewed lower rent* arising from the most recent Annual Rent Review, carried out in accordance this Private Management Agreement, and based on the initial lower rent of £12,480 per annum/ £240 per week for each flat, including service charges;
 - the Provider will let each intermediate rent flat at the *reviewed lower rent* set out above.

Letting to households at the higher rent level

- For the first and subsequent letting of each intermediate rent flat, where no tenant can be found within six calendar months, the Provider may disregard the lower rent level, and may let the flat at the higher rent level.
 - For the first letting, the Provider will let the intermediate flats at an *initial higher rent* not exceeding £16,800 per annum/ approx £323 per week for each flat, including service charges;
 - For subsequent re-lets, the Provider will let the intermediate rent flats at a rent not exceeding the *maximum higher rent* calculated from the London Plan maximum eligible household income for intermediate rent homes in accordance with the formula:
 - maximum rent = 0.28 x London Plan maximum eligible income.

4. Eligibility checks before granting a tenancy (income and local connection)

Eligibility requirements

- The eligibility requirements arising from the s106 agreement are:
 - that the prospective tenant's income does not exceed the London Plan's maximum eligible income for intermediate rented housing; and
 - that the prospective tenant lives and/ or works in the London Borough of Camden (the 'local connection test').
- The Council will ensure that households on our Intermediate Housing Register of Interest are aware of the eligibility requirements.
- The Provider will notify any other prospective tenants of the eligibility requirements.
- If no tenant can be found within six calendar months, the Provider may let the intermediate rent flats without applying the local connection test.

Checking eligibility

- The Provider will check the eligibility of prospective tenants before granting a tenancy.
- Where two or more households are seeking to let the same intermediate rent flat within the first two calendar months from receipt of the advert, the Provider will operate the Council's Intermediate Housing Priority Matrix to select a tenant before granting the tenancy (the Priority Matrix is reproduced below).

Evidence

- The Provider may seek a declaration from prospective tenants of their income and their residence and/ or employment in the London Borough of Camden.
- The Provider will seek appropriate evidence of the eligibility of prospective tenants in relation to their income, and their place of residence and/ or place of work where relevant.
- The Provider will notify prospective tenants of the forms of evidence considered to be appropriate in relation to income, and their place of residence and/ or place of work where relevant.
- The Provider will also seek such evidence as is necessary and appropriate to operate the Council's Intermediate Housing Priority Matrix.

General

- These arrangements will apply to the first letting of each intermediate rent flat and each subsequent re-let.

Intermediate Housing Priority Matrix

Priority	Status	Decision making		
		—————→		
1 st	Camden social housing tenant	If two or more applicants then points on the HNR will decide priority	If two or more applicants have the same points, income thresholds will apply	If still same, first to register an interest will have priority
2 nd	Camden resident on Housing Needs Register	As above	As above	As above
3 rd	Any other Camden resident	If two or more applicants, income thresholds will apply	If still same, first to register an interest will have priority	
4 th	Non Camden resident who has worked in the borough for the preceding six months	If two or more applicants, income thresholds will apply	If still same, length of time working in the borough will have priority	If still same, first to register an interest will have priority

(taken from the Council's Intermediate Housing Strategy, available in full at: <http://democracy.camden.gov.uk/ieDecisionDetails.aspx?ID=1780>)

4. Tenancies

- The Provider will let each intermediate rent flat on an Assured Shorthold Tenancy.
- This arrangement will apply to the first letting of each intermediate rent flat and each subsequent re-let.

5. Annual rent review

- The Provider will review rents annually on the anniversary of the first letting of the intermediate rent flats.

- The Provider will calculate the reviewed rents by reference to the most recent annual CPI rate published by ONS, expressed as an annual percentage change.
- The reviewed rents will be the current rent (set one year previously) multiplied by (100% + CPI annual % change + 1%).
- In the event of any uncertainty in the calculation of rents in accordance with the formula set out in this Private Management Agreement, the Provider will contact the Council for confirmation of the reviewed rents.
- Where reviewed rents will apply to continuing tenancies, the Provider will give tenants notice of the reviewed rents no less than one calendar month before the reviewed rents become due.
- These arrangements will apply to annual reviews of rents for continuing tenancies, and annual reviews of rents for re-lettings.

6. Contacts and monitoring

Contacts at the London Borough of Camden ('the Council') for submitting and seeking information in relation to this Private Management Agreement

(please quote planning references 2016/0745/P and 2016/5813/P)

Housing Commissioning and Partnership Manager	IntermediateHousing@camden.gov.uk
Planning Obligations Monitoring Officer	PlanningObligations@camden.gov.uk
Planning Policy Team	PlanningPolicy@camden.gov.uk

Provider contacts for submitting and seeking information in relation to this Private Management Agreement

Information requirements and requests

Lettings

- Whenever a new tenancy is agreed for an intermediate rent flat, within one calendar month the Provider will submit a completed *lettings pro forma* to the Council (the fields in the lettings pro forma are reproduced on the next page, the pro forma is also provided as an MS Excel spreadsheet).

Rent reviews

- If requested, the Provider will give the Council details for the preceding twelve calendar months of the reviewed rents and how they have been calculated,

General

- These arrangements will apply to the first letting of each intermediate rent flat and each subsequent re-letting.
- The Council and the Provider will make all submissions required by this Private Management Agreement to the contacts specified above and will use their best endeavours to make all submissions in a timely manner.
- The Council and the Provider will use their best endeavours to respond in a timely manner to any other reasonable request for information either party may

make at any time in relation to managing the tenancies of the intermediate rent flats.

- The Council will use information submitted in relation to this Private Management Agreement:
 - to monitor the effectiveness of this Private Management Agreement and the Intermediate Housing Strategy; and
 - to track changes to rents and monitor the application of the formula for annual review of rents.

Lettings pro forma

Flat identifier	Flat size	Tenant from Intermediate Housing Register?	Priority of tenant in Intermediate Housing Priority Matrix	Household income band of tenant (gross annual)	Employment of tenant
Select: 1 or 2	1-bed 2-person	Select: Yes or No	Select from: 1. Camden social housing tenant 2. Other Camden resident on Housing Needs Register ('waiting list') 3. Other Camden resident 4. Non-resident working in Camden for the preceding six months	Select from: £20k-30k £30k-£40k £40k-£50k £50k-£60k over £60k (where eligible)	Select from: Health Education Other