



## Croybond offers landlords:

- the opportunity to rent their empty property on an assured shorthold tenancy basis for a minimum of one year;
- the option to continue the tenancy at the end of the one-year period, if both parties are in agreement;
- a professional inventory conducted by an independent inventory company; and
- a bond agreement which covers the same risks as a cash deposit.

## What types of properties are needed?

- Bedsits (HMOs)
- Self-contained properties of all types and sizes
- Properties must be unfurnished
- A cooker must be provided, however no other white goods should be included
- Studios, one, two, three and four-bedroom properties – and larger.

## How do I apply?

Complete the **Croybond** application form enclosed. This can also be found under the 'Apply for it' section on the council's website [www.croydon.gov.uk](http://www.croydon.gov.uk). Once the form has been received, the council will identify appropriate applicants and arrange for them to view the property.

Rental income details can be determined through the Local Housing Allowance website link at the end of this document. An environmental health technician will visit to carry out a health and safety rating inspection.

You must show a valid gas safety certificate from a Gas Safe registered installer and a valid electrical safety certificate from an electrician registered with a government-approved body such as NICEIC (National Inspection Council for Electrical Installation Contracting) before a tenant moves in.

You are also required to provide an energy performance certificate for any property that is to be rented. See the link under the 'Related information' section at the end of this document.

## Who could be living in my property?

Households in housing need who have been referred to us. Housing benefit for eligible households will be paid directly to the landlord.

 **020 8726 6789**

 [www.croydon.gov.uk/privatelandlords](http://www.croydon.gov.uk/privatelandlords)  [landlords@croydon.gov.uk](mailto:landlords@croydon.gov.uk)

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[www.croydon.gov.uk](http://www.croydon.gov.uk)



## What does the council do?

- Ensures claims for housing benefit are made and processed.
- Offers a support service to assist with tenancy sustainment.
- Provides, free of charge, all legal documentation associated with letting the property such as tenancy agreements and notices.
- Provides a 'bond agreement' which will indemnify landlords in respect of damage beyond fair wear and tear and replace the need for a cash security deposit. The bond agreement will be for an amount in excess of one month's rent.
- Arranges an inventory of the property conducted by an independent company before the tenant moves in to accurately record the condition of the property. This 'check-in' inventory is free of charge.
- Arranges an independent check-out report at the end of the tenancy to identify cases of damage beyond normal wear and tear for which compensation can be claimed against the bond. This check-out inventory and report are also free services.

### Please note:

- We will aim to match you with a suitable tenant within three working days.
- Landlords are given the choice of the tenant they wish to accept.

## Continuing support

Both you and the tenant must be present at the signing of agreements to make sure you both have a clear understanding of your rights and responsibilities under the terms of the agreement and the bond. Questions can be answered by the attending procurement officer. Please read the terms of the contract, tenancy agreement and bond agreement carefully before signing.

The tenancy is a standard shorthold tenancy agreement with an initial fixed term of a minimum of six months. We do not normally allow landlords to use their own tenancy agreements.

Tenants may ask for minor modifications to be made to the property before the tenancy agreement is signed.

While you will continue to manage the property, we will offer support to both you and the tenant on the management of the tenancy.

As landlord, you must respond to the tenant's requests for repairs within a reasonable time limit. For example, a broken-down boiler or heating/hot water system requires a response within 24 hours.

Also, you are required by law to provide the tenant with your contact number in case of emergency.

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## Contact details

### Housing initiatives team

Department of adult services, health and housing

Telephone  **020 8726 6789**

Fax  **020 8760 5638**

Minicom  **020 8760 5797**

Email  **landlords@croydon.gov.uk**

Address  
1st floor south side  
Taberner House  
Park Lane  
Croydon  
CR9 1DH

## Related information

Local housing allowance direct – <https://lha-direct.voa.gov.uk/Secure/Default.aspx>

Housing health and safety rating system – <http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/rentingandletting/housinghealth>

CRIAS linking landlords with local tenants –  
<http://www.caysh.org/what-we-do/crias/finding-tenants-and-bond-guarantees>

Energy performance certificates – <https://www.gov.uk/government/publications/energy-performance-certificates-epcs-and-renting-homes-a-landlords-guide>

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# Croybond application form

Croybond offers landlords:

- the opportunity to rent their property on an assured short-term tenancy basis for a minimum of one year;
- the option to continue the tenancy at the end of the one-year period, if both parties are in agreement;
- a professional inventory conducted by an independent inventory company; and
- a bond agreement which covers the same risks as a cash deposit.

You can apply to this scheme by completing this form or applying online.

## Your details

Landlord's/agent's name	<input type="text"/>
Landlord's/agent's telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Address	<input type="text"/>
Town	<input type="text"/>
Postcode	<input type="text"/>
Landlord's accreditation number	<input type="text"/>

## Rental property details – including any flat or room numbers

Address	<input type="text"/>
Town	<input type="text"/>
Postcode	<input type="text"/>
Available from	<input type="text"/>

## How to contact us

### Housing initiatives team

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