



Title	Leased Property Policy
Purpose	<p>The Association owns a number of properties which are leased to other bodies. This includes commercial units leased to private businesses and residential units leased to other agencies.</p> <p>The purpose of this policy is to provide a framework for the management of leased properties. It aims to ensure that leased properties are managed appropriately and in a manner which allows us to work in partnership with other agencies to further their aims and objectives whilst ensuring that our own residents are not adversely impacted.</p>
Scope	<p>Board has responsibility for approving, reviewing and monitoring the outcomes of the policy.</p> <p>The Director of Operations holds the lead responsibility for this policy with responsibility for the implementation delegated to the Head of Housing.</p> <p>This policy applies to all Board and Committee members, members of staff whether employees of MHA, freelance, casual, or temporary agency staff irrespective of grade, position or length of service responsible for the management of properties within the Association.</p>
Definitions	<p>For the purposes of this policy, unless otherwise stated, the policy will apply to all properties which are leased by the Association, whether commercial or residential properties</p>
Policy Statement	<p>Maryhill Housing owns a number of properties which are leased to other agencies. We are committed to ensuring that these properties are managed in partnership with the agencies involved and to ensuring that any issues which may arise are resolved in a timely and appropriate manner.</p> <p>The agencies use the properties to provide housing for vulnerable groups of people and this is in keeping with the organisation's charitable aims which include assisting the local authority to manage homelessness in the city and helping vulnerable people to progress to settled accommodation.</p>

	These projects allow the Association to make good use of difficult to let properties and also generate income.
Approval	Board – 25 th April 2019 Adoption – following approval
Policy Owner	Head of Housing Responsible Director : Director of Operations
Review	April 2022

Appendix A

Applying the Principles of the Policy in Practice

Leased Properties Policy

Introduction

This document outlines the Association's approach to the letting and management of leased properties.

The Association currently owns commercial premises which are leased to private businesses and residential properties which are leased to other agencies and sub-let.

Rents for Leased Commercial Properties

We will have leases in place for all commercial lets.

Rents for our commercial properties will be let at market rent. We will review rents for our commercial properties in line with the lease. Rent amounts will be provided by the Finance Team.

We will also retain the option to rent out commercial units at less than market rent in circumstances where it is not possible to obtain market rent. The decision to let a commercial property at less than market rent will be agreed by the Board.

Managing Leased Commercial Properties

Leased commercial properties will be managed by the Development Manager and monitored by the Head of Development.

Rent for Leased Residential Properties

Rent for leased residential properties will be calculated in accordance with the formulas contained in Appendix C.

Managing Leased Properties

Properties which are leased to other agencies will be managed by the Housing Officers and monitored by the Housing Managers and the Head of Housing.

We will have lease agreements in place for all properties which are leased to other agencies, with the exception of the Temporary Furnished Flats which are let to Glasgow City Council and are subject to a different agreement.

We will manage all leased properties in partnership with the agency which is letting the property. Clear guidance will be provided to Housing Officers on how to manage leased properties

We will hold regular liaison meetings with all the other agencies to ensure that leased properties are well managed to ensure that tenants in neighbouring properties do not suffer disruption.

In the event of issues such as anti-social behaviour in leased properties, we will work closely with the agency involved to ensure that the anti-social behaviour is dealt with in a timely and appropriate manner.

Where issues cannot be resolved and the issue is impacting seriously on our tenants, we will take legal action to end the lease and recover the property. This will be considered only where it has been demonstrated that all other options have been exhausted and legal advice has been received.

Where a property is recovered due to serious anti-social behaviour, we will review whether or not to provide another property to the agency concerned. We will also take the opportunity to review our arrangement with the particular agency.

Temporary Furnished Flats

The Association has a number of properties which are leased to Glasgow City Council for use as Temporary Furnished Flats. These properties are not currently subject to a lease agreement due to the terms of the stock transfer from Glasgow City Council to Glasgow Housing Association and subsequent second stage transfer to Maryhill Housing Association Ltd. We will aim to formalise this arrangement and introduce a lease for these properties.

Whilst no leases are in place, these properties will be managed along the lines of our existing lease agreements with other temporary accommodation providers and we will take appropriate action as outlined above to manage and resolve any issues such as anti-social behaviour.

We will work with Glasgow City Council to progressively reduce the concentration and the overall number of Temporary Furnished Flats, with the longer term aim of reducing the total number to a minimum of 56, in line with our original transfer obligations.

Additional Leased Properties

We will consider any opportunities for further leased properties where an appropriate opportunity arises.

We will retain the option of leasing flats to other bodies such as Registered Tenant Organisations or local community groups where this will further the aims of the organisation.

Any decision to enter into lease agreements with new providers, to increase the total number of properties leased by the Association or the total number leased to any single agency or to change the lease terms must be agreed by the Board and notified to the Scottish Housing Regulator.

Signing of Leases

Lease agreements may be signed by Directors. As part of the signing process, the Directors will check that in signing the lease we do not exceed the total number of leased properties or the number of leases held by each agency as agreed by the Board and as listed in Appendix B.

Appendix B

Summary of Leased Properties

Agency	Maximum Number of Properties	Use of Properties
Barnardo's	2	Housing for vulnerable care leavers
Elpis Trust	19	Housing for homeless and vulnerable young woman
Home Office Compass Contract	68	Housing for asylum seekers who do not yet have leave to remain in the country
Glasgow City Council	15	Housing for asylum seekers who have leave to remain
Glasgow City Council (Temporary Furnished)	90	Temporary Housing for Homeless Families
Quarriers	6	Long term temporary housing for vulnerable young women

Appendix C

Rent for Leased Residential Properties will be agreed annually by the Association's Board as part of the rent increase process.

Leased Provider	Rules for Rents 2017/18	Rent Increase Assumption
Home Office Compass Contract	1 apartment: £300 2 apartment £350 3 apartment £400 4 apartment £450 5 apartment £500	Current rent plus RPI (Sept) plus 1%
Elpis	2016/17 rent & 3%	Current rent plus RPI (Sept) plus 1%
GCC Refugee	1 apartment: £300 2 apartment £350 3 apartment £400 4 apartment £450 5 apartment £500	Current rent plus RPI (Sept) plus 1%
Quarriers	1 apartment: £300 2 apartment £350 3 apartment £400 4 apartment £450 5 apartment £500	Current rent plus RPI (Sept) plus 1%
Barnardo's	1 apartment: £300 2 apartment £350 3 apartment £400 4 apartment £450 5 apartment £500	Current rent plus RPI (Sept) plus 1%
GCC Temporary Furnished Flats	If rent for the property is increasing under the new rent structure, the 2017/18 rent is the new rent, not phased in plus inflation. If the rent for the property is decreasing under the new rent structure the rent is charged at 2016/17 rent plus 3%	Current rent plus RPI (Sept) plus 1%