

Application for Landlord Improvement Grant

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

This form is linked to our Community Plan theme

living well

What is a Landlord Improvement Grant?

A Landlord Improvement Grant is financial help to landlords who let certain dwellings within houses in multiple occupation (HMOs) and to landlords who let their properties to Rent Act Protected Tenants.

Who is eligible?

Landlord Improvement Grants may be available to:

- ◆ landlords who rent out certain dwellings within a house in multiple occupation (HMO)
- ◆ landlords who rent their property to Rent Act Protected Tenants

What type of works are eligible?

Landlords who rent out certain dwellings in houses in multiple occupation may be eligible for grant aid for:

- ◆ the provision of an automatic fire detection and alarm system, emergency lighting, fire fighting equipment and appropriate fire signage;
- ◆ structural fire protection;
- ◆ additional bathrooms and kitchens as required by the Environmental Health Department to meet the Council's standards;
- ◆ energy efficiency and thermal insulation works;
- ◆ home security works.

A house in multiple occupation (HMO) grant of 75% of the total cost of the grant eligible works may be available but the maximum grant is also linked to the number of dwelling rooms within the HMO. No more than £3,000 will be paid for each dwelling within the HMO, for example the maximum grant for a HMO containing 7 dwellings would be:

$$7 \times £3,000 \times 75\% = £15,750.$$

The eligible dwellings include bedsit type houses in multiple occupation and other houses in multiple occupation which fall under the requirements of the Housing (Fire Safety in Houses in Multiple Occupation) Order, 1997.

The LIG is only available if a FULL grant application is made:

- ◆ before the Environmental Health Department take any enforcement action, or;
- ◆ after Environmental Health have started enforcement action, normally by the service of a Housing Act, 1985 section 352 notice, and the "start by" date on the notice has not been exceeded.

Where Environmental Health have taken enforcement action by serving a Housing Act, 1985 section 352 notice grant applications will not normally be approved if they are made after the 'start by' date on the notice.

Landlords who let their properties to Rent Act protected tenants may also be eligible for grant aid of up to 75% of the cost of the works needed to bring the home up to the Decent Homes Standard and incorporate works to make the home safe, secure and affordable to keep warm.

Continued over...

Community Languages

এই দলিলটি বুঝার সুবিধার জন্য যদি আপনি ভাষার সাহায্য চান, এই ফর্মটি পূরণ করে ঠিকানায় পাঠিয়ে দিন
Haddii aad jeclaan lahayd kataageeris luqadda ah in lagaaga caawiyo fahmida dukumiintigaan, fadlan dhameystir foomkan kuna soo celi
如果你想獲得以中文提供的協助以幫助你瞭解這份文件，請填寫這份表格，然後將它寄回：

Language/ভাষা/
Luqadda/語言

- বাংলা
Soomaali
中文
Other



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Are there any grant conditions that I must comply with?

The conditions of this grant are to comply with the Certificate of Intended Letting for the period of five years following the payment of a LIG.

The grant will be registered as a Local Land Charge against the property and is repayable, with interest, if the property is sold within a five year period or if any of the grant conditions are breached.

Please return this form to:

London Borough Of Tower Hamlets
Private Housing Improvement Team
5th Floor
Mulberry Place (AH)
PO Pox 55739
London E14 1BY

If you are unsure how to answer any question please contact the Team: 📞 **020 7364 2531**

Tower Hamlets has a legal duty to protect the public funds it administers and to this end may use information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Our Service Promise: We will acknowledge your application within 10 working days and will try to determine 80% of applications within 8 weeks of receipt of a completed form.

How to apply

Please complete all questions on this form that apply to you and return it with any documentation that is requested.

Please answer each question unless directed elsewhere.

If a question does not provide enough space for your answer, please continue your answer on a separate sheet of paper and mark the sheet with the question number and your name (or, if yours is a joint application, with all names). Please make sure you enclose all additional sheets with your application.

You must ensure that you return your form with supporting documentation such as:

- ◆ original (not photocopied) estimates for works to be carried out - these must be itemised and quantified and each item individually priced;
- ◆ proof of ownership e.g. copy of land registry;
- ◆ copies of any Notices served on you by the Council or any other organisation, such as the fire brigade, in relation to the property.

If you do not send supporting documentation your application will be delayed.

Section A - Information about you or the company

A1 Please give the following details for each grant applicant:

Name	Name
Address	Address
Phone	Phone
Mobile	Mobile
E-mail	E-mail

A2 Address for correspondence (if different from above):

Address	Address
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A3 If this is a *company application* please give the following details:

Full name of company:
Registered number of company:
Date of incorporation:
Registered address:
Trading address:
Phone:
Fax:
E-mail:

Names of all directors:	
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Please attach the following Documents:

A copy of the Register of Directors

A copy of the Board Resolution authorising the Grant Application

A copy of the last filed annual accounts

- A4** Is someone else (e.g. a relative, friend or organisation) dealing with this application on your behalf? Yes No

If "yes" please give the name, address and telephone number of the person to be contacted about this application.

Name

Address

Phone

Mobile

E-mail

- A5** Are you, or is the applicant, a "person from abroad" within the meaning of the Housing Benefit (General) Regulations? Yes No

- A6** Are you the landlord of any other residential property within Tower Hamlets?

If "yes" please give the full address(es) of each property

Yes No

Address 1

Address 3

Address 2

Address 4

Now please go to Section B - Information about the Property

Section B - Information about the property

B1 Please give the address of the property at which the works are to be carried out:

Address

B2 Is the property a: house flat bedsit?

B3 How many (if any) people in total currently live in the property?

adults children none

B4 Was the property built, or provided by conversion, more than 10 years ago? Yes No

If you answered *Yes* and the property is an HMO, please state the month and year when the property became an HMO.

Month

Year

B5 Have you, or anyone else, been served with a Notice, from the Council, in respect of the property?

Yes No

If "yes" please give details, including the date the Notice was served.

Please attach copies of any Notice served.

B6 Do you (alone or jointly with others), own the freehold of the property or hold a tenancy of it with at least 10 years [5 years for Rent Act Tenanted properties] still to run? Yes No

If "yes" please indicate which interest you own:

freehold tenancy with at least 10 years to run tenancy with at least 5 years to run

If you own the interest jointly with other people, please give the names and addresses of your co-owners:

Address 1

Address 3

Address 2

Address 4

B7 Does the property you are seeking the grant for have building insurance? Yes No

If "yes" please enclose a copy of the schedule.

B8 Please enclose a copy of the most recent Gas Safety Certificate for the property.

B9 Please enclose a copy of the commissioning certificate for the automatic fire detection system, if such a system is installed at the property.

Now please go to Section C - Information about the proposed works

Section C - Information about the proposed works

- C1** Are you applying for: Landlord Improvement Grant for HMO
 Landlord Improvement Grant for Rent Act Protected Tenancy

- C2** Please give details of the proposed works

- C3** Are the works for which you are applying for the grant not started
 started
 finished?

- C4** Have you applied for planning permission for the works? Yes No

If "yes" please give the date, reference number and outcome of your application:

Date	Reference number
------	------------------

- Outcome: granted
 refused
 no decision yet

- C5** Have you applied for building regulations approval? Yes No

If "yes" please give the date, reference number and outcome of your application:

Date	Reference number
------	------------------

- Outcome: granted
 refused
 no decision yet

- C6** Will you or a member of your family carry out the works? Yes No

- C7** Who would you like the grant to be paid to?

- C8** Please give details of any preliminary or ancillary services, charges, or fees you want to have considered for the grant:

If you are applying for a Landlord Improvement Grant for HMO please go to Section D

*If you are applying for a Landlord Improvement Grant for Rent Act Tenancy please go to Section E
Landlord Improvement Grant for Rent Act Protected Tenants – Financial Information*

Section E - Landlord Improvement Grant - Rent Act protected tenant only

E1 Please give the following details for the property if applicable:

Name of tenant

Type of tenancy

When was the current rent set

The current rent and the period in respect of which it is paid:

£

per

Please provide a copy of the latest or current Rent Registration.

E2 Please give any other information concerning the tenancy relevant to your application:

E3 Are any financial resources available to you in addition to the rent from the property which is the subject of your application? Yes No

If Yes please give details - *if necessary please continue on a separate sheet.*

Please now go to Section F - the Declaration

Section F - Declaration

F1 Declaration - for an application made by an **INDIVIDUAL**

WARNING: If you knowingly make a false statement you will be liable to prosecution

I am aged eighteen years or over and I declare that to the best of my knowledge and belief the information in this application is correct.

Signed	Date
Print name	
Applicant's National Insurance Number	

Please now go to Section G - Checklist of Documents

F2 Declaration - for an application made by a **COMPANY**

WARNING: If you knowingly make a false statement you will be liable to prosecution

I declare that to the best of my knowledge and belief the information in this application is correct.

Signed	Date
Print name	
For <i>company name</i>	
Position held in company	
Registered address	
Company's official stamp	

Please now go to Section G - Checklist of Documents

Section G - Checklist of documents to be sent with the application

G1 Please indicate which documents you are enclosing with your application

All applicants must submit the following:

- ◆ two original estimates from different contractors for the cost of carrying out the works (these estimates must be itemised and quantified and each item individually priced);
- ◆ particulars of any preliminary and ancillary services, charges or fees;
- ◆ proof of ownership which should be a copy of the Land Registry which is less than two months old;
- ◆ your National Insurance number;
- ◆ Certificate of Intended Letting (for each unit);
- ◆ copy of your Building Insurance Schedule;
- ◆ copy of the most recent Gas Safety Certificate;
- ◆ copy of your automatic fire detection commissioning certificate (if applicable);
- ◆ plans of the existing property and the proposed development.

Landlord Improvement Grant - Rent Act Protected Tenant only

- ◆ copy of the Registered Rent.

A2); If you are applying as a company the following documents are also required (see Q

- ◆ copy of the Register of Directors;
- ◆ copy of the Board Resolution authorising the grant application;
- ◆ copy of the last filed annual accounts.

You must submit these documents with your application. If you do not your application will be delayed.



2003-2004
Community Cohesion
2004-2005
Supporting Social Care Workers



Designed & produced by Housing Services • LBTH • 3 Millharbour E14 9XP

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