



# Fair Rents Policy

## Introduction

1. Our mission is to improve the quality of life for our residents. This policy sets out our approach to managing fair rent tenancies which are Secure Tenancies. These came to an end following the Housing Act 1988, which replaced Secure Tenancies with Assured Tenancies.

The effective date for Assured Tenancies is 15 January 1989. All tenancies we issued prior to this date fall into this category.

The rent we can charge is regulated by the Valuations Office Agency (VOA). This was previously done by the Rent Officer Service.

Fair rent registrations last for two years. They then have to be re-registered.

## Purpose

2. To outline our approach to complying with fair rents registrations.

## Scope

3. The policy applies to all owned and managed rented property, with Secure Tenancies, let prior to 15 January 2015.

## Policy

4. We will:
  1. Maintain a register of all fair rent properties which lists last and next registration details.

2. Confirm the rent and service charges to be proposed for the next two years at least three months prior to the registration date.
3. Ensure the Housing Admin Officer co-ordinates all rent registrations, in liaison with the appropriate Housing Officer.
4. Apply for registrations at least eight weeks before the due date.
5. Apply the lower rent where the VOA sets a higher rent than proposed.
6. Apply the lower rent where the proposed rent is not accepted by the VOA.
7. Rents will be applied on the effective date giving tenants 28 days notice of the change.
8. Refund any overpayments by tenants by crediting their rent account or if there is a credit do a refund.
9. Update the register following any changes to review this in 21 months.

### **Responsibility**

5. The board and Chief Executive have responsibility for ensuring that this policy complies with regulatory and legislative requirements.

The Housing Admin Officer will coordinate all registrations to best practice standards.

### **Monitoring, Review & Evaluation**

6. The Senior Housing Officer will update the Head of Housing Services on a periodic basis on compliance on fair rent registrations.

**This policy will be reviewed in three years.**