



Community Letting Policy

Tenant score card

1) Rent payment History.

Comment on arrears position and payment frequency.

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Score out of 5

2) Compliance with lease terms.

Comment on standard of repairs, maintenance, Health & Safety compliance and use.

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Score out of 5

3) Community use.

Comment on the need and the demand of the services provided by the tenant.

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Score out of 5

4) Occupancy level.

Comment on how many days/ hours per week the property is being used.

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Score out of 5

5) Tenant funded alterations.

Comment on any improvements or alterations that the tenant has made during the term of the lease.

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Score out of 5

6) Landlord and tenant relations.

Comments on the relationship between the landlord and tenant including correspondence.

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Score out of 5

7) Tenant and neighbour relations.

Comment on the relationship between the tenant and local residents including any disputes.

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Score out of 5



Signed
Asset Manager

Date.....

Checked
Group Head of Assets

Date

Reviewed by Ward Councillors

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