

Appendix 4

Cash Incentive Scheme

Proposed procedure and conditions for council Home Purchase

Tenant application

A check is carried out to confirm ownership of the property to be extended and the relationship between the LBS tenant and the owner.

Three quotes must be provided for the works

The grant payable cannot exceed the cost of the works nor the maximum grant payable for the release of a 5+ bed property.

Before agreeing to the payment of a grant we must be provided with copies of the following:-

Planning permission

Building Regulations approval (including fire precautions)

If planning permission is not required, written confirmation that the conversion is allowed under relevant 'permitted development rights'.

Plans drawn up by a qualified architect.

Proposed building specification.

A structural engineer may need to be employed to calculate floor loadings and design of a new floor for a loft or other conversion above the ground floor.

The grant is paid to the solicitor acting for the tenant and will be held to our order. We will agree to stage payments, in one third tranches.

1. At the start of the project to enable the builder to secure materials
2. Upon completion of the footings/loft frame and building inspectors confirmation of compliance.
3. Upon practical completion and sign off by building inspector.

The tenant's details are required to be added to the deeds of the property, where possible. If this is not possible (i.e. if the mortgagee does not consent) we will require a deed of trust that provides the former tenant with security of tenure.

The tenant is expected to vacate their council property within 2 weeks of completion of the works.

We will require that our usual charge for re-payment of the CIS grant is registered.