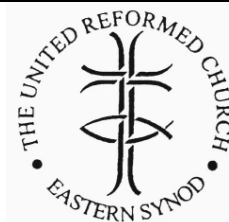


Manse Letting Step by Step guide



Property Name:-..... Post Code.....

This form shall be used by the church manse officer when a church is considering letting a residential property. It facilitates good planning and the approvals process. Please advise the Synod Resources Officer, as soon as possible.

Step	Action	√ date
1	The Manse or other church house is vacant and is suitable for letting.	
2	Pass a resolution at Church Meeting either for letting during a Ministerial Vacancy or for a longer period. Copy this to the Synod Resources Officer.	
3	Discuss the letting with the Area Advocate to agree the type of letting and its appropriateness. Confirm the outcome of this discussion with the Synod Resources Officer.	
4	Discuss the letting with the Synod Resources Officer and agree the procedure.	
5	Engage a Letting Agent to find a tenant for the agreed period (and if required to manage the property whilst it is let). Explain the Trustees' requirements for approval of tenants and for the Assured Shorthold Tenancy Legal Agreement to be prepared by The Synod. The Agent is responsible for setting the rental at the highest market rental available. (Agents email address <i>insert</i>)	
6	Require the Agent to contact the Synod Resources Officer to advise the property is being put on market and agree the process for references to be obtained.	
7	Agent sends initial details of tenant to Synod Resources Officer by email for information and to confirm that references are being sought. (email eastern.resources@urc.org.uk)	
8	Agent sends references (Employer, Bank, previous landlord and personal) and the terms for the AST by email to Synod Resources Officer for approval by the Trustees. (use the Manse Tenancy Information Form)	
9	Synod Resources Officer copies references by email to Property Sub Committee for Approval on behalf of the Synod Trustees	
10	Synod Resources Officer receives replies from Property Sub Committee.	
11	Synod Resources Officer notifies Trustees Approval to the Agent.	
12	Synod Resources Officer prepares the Assured Shorthold Tenancy, and sends it to the Agent for the Tenants signature. A Document Fee of £75 is charged by the Synod. This charge is usually passed to the Tenant.	
13	Agent obtains tenants signature(s) on Assured Shorthold Tenancy, document fee, rental and damage deposit from tenant and returns both copies with the document fee to the Synod Resources Officer. The Agent retains the damage deposit.	
14	The Synod Resources Officer obtains signatures on behalf of the Landlord, dates the AST and returns one copy to the Agent to be passed to the Tenant.	
15	The Assured Shorthold Tenancy allows the tenancy to roll forward month by month after the initial six months period.	
16	When the church requires to repossess the property two months notice must be given. This is usually required to run in time with the rental month.	
17	When tenants give notice of moving (one month minimum) the Agent and or Church representative shall advise the Synod Resources Officer accordingly.	
18	For a church to relet a property repeat this procedure from step 3	

Please read this guide in conjunction with the Manse Tenancy Information Form for ASTs.

Name and address of Church Contact

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Form revision date 23/01/08