

## Process Mapping and associated responsibilities for the delivery of the Ten-year lease business plan.

Please note the following workflow processes assumes that:

1. Cabinet have already approved the main Heads of Terms for 10 years lease.
2. RBG has a standard 10-year lease in place that reflects the cabinet approved Heads of Terms.
3. The process to set these properties up on V6 is agreed.
4. The process to manage the maintenance liabilities is agreed.
5. The viability position & the rental premium that RBG can offer owners in different LHA areas is agreed.

No.	Activity	Responsibility
1.	RBG Leasing team (HACTRAC team) advertise the 10-year leasing scheme.	HACTRAC
2.	HACTRAC team is approached by property owner.	HACTRAC
3.	HACTRAC team inspect property & agree lease terms with owner as appropriate.	HACTRAC
4.	HACTRAC advise Housing New Supply (HNS) of lease terms & property details.	HACTRAC
5.	<p>HNS write a Delegated Authority Report (DAR) for the Director of Place and Growth (P&amp;G) to approve the signing of the lease. DAR to include comments from:</p> <ul style="list-style-type: none"> <li>• Repairs &amp; Investment team confirming that the property meets all required standards and that all certificates etc are in place.</li> <li>• P&amp;G Property Team confirming that the terms of the lease are acceptable.</li> <li>• RBG Finance Team confirming that the lease premium terms and any other financial conditions of the lease are acceptable and are within the terms of the business plan for the 10-year lease acquisition programme.</li> <li>• RBG Legal team confirming that the terms of the lease are acceptable.</li> </ul> <p>HNS advise HACTRAC when DAR has been approved.</p>	HNS
6.	P&G Property team advise legal to issue the lease to the owner & advise Finance of payment terms & start date for payment.	P&G Property
7.		P&G Property

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	<p>P&amp;G Property Team ensure lease is completed, have the lease registered with Land Registry &amp; ensure any SDLT payment has been paid to HMRC.</p> <p>To note that any SDLT obligation to be calculated &amp; by RBG legal advisors &amp; detailed on the lease completion statement.</p>	
8.	HACTRAC issue Housing IT with V6 property set up form and advise P&G Property team of lease details.	HACTRAC
9.	Housing IT set up the property on V6. P&G Property team set up the property on Concerto.	Housing IT P&G Property
10.	<p>HACTRAC ensure all certificates, keys etc are collected from owner and check that:</p> <ul style="list-style-type: none"> <li>• The property is set up on V6.</li> <li>• The lease is signed &amp; returned from owner.</li> <li>• Payment arrangements are in place.</li> </ul> <p>When all of the above are in place, HACTRAC advise the Temporary Accommodation Team (TA Team) that the property can be let to a client.</p>	HACTRAC
11.	The TA team let the property and manage the tenancy.	TA Team
12.	The TA team monitor lease length and rehouse tenant before lease end.	TA Team
13.	HACTRAC hand back the property to the owner: ensure all lease end conditions are complied with; advise Housing IT to update V6; advise P&G Property Team to update Concerto.	HACTRAC