



The
United
Reformed
Church

Help and Advice

Northern Synod Office, 4 College Lane, Newcastle upon Tyne NE1 8JJ (0191-232 1168)

Bulletin 67: MANSE LETTING

The Help & Advice Group was set up by Synod in 2009, to support local churches in being informed and effective in their life and mission. The group was disbanded in 2014, as part of a simplification of Synod committees, and its work continues through the Trust Officer, under the oversight of the Trust's Property Subgroup. We are willing to try to provide specific advice on particular topics. Please get in touch if you have questions or suggestions.

This article is part of a series giving an overview of particular subjects of interest for local churches. We also circulate general updates from time to time. Bulletins will also be posted on the website <http://urc-northern-synod.org/help-advice-bulletins>, with direct links to other websites.

Where readers are directed to web-based resources, the Synod Office is willing to respond to reasonable requests for printed out information for readers without web access, although they may find it more satisfactory to follow up their interest through their local library's web access.

How to Let Guide

The Ministry of Housing, Communities & Local Government has produced a short guide entitled **How to Let** for residential landlords. The guide can be downloaded from:

<https://www.gov.uk/government/publications/how-to-let>

This will be relevant to churches that let out their manse or other residential properties to tenants when they are not needed for church purposes.

Advice includes:

- Choosing a letting agent
- Gas and electrical safety
- Smoke and carbon monoxide alarms
- Energy performance certificates
- Furniture (if provided)
- Tenancy agreement
- Deposit protection schemes
- Provision of the MHCLG's *How to Rent* guide
- Repairs and maintenance

- Insurance
- What to do at the end of a tenancy
- What to do if things go wrong

In the case of manses, approval is needed from Church Meeting and Synod Executive Committee before letting. Synod approval will usually come with directions as to application of rental income and compliance with legal obligations.

Further advice can be obtained from the Trust Officer at Synod Office.

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