



RETIRED BAPTIST MINISTERS
HOUSING SOCIETY



Tenant INFORMATION PACK

Welcome



Dear Tenant,

I write as Chairman of the Management Committee of the Retired Baptist Ministers Housing Society (RBMHS), and I along with all my colleagues are very pleased to welcome you to your new home. We hope that you will be very happy and enjoy your home for many years to come.

The Committee, which held its first meeting in February 1975 is made up of 15 members drawn from a wide variety of backgrounds and experiences. There are current ministers, retired ministers, tenants members, people from local associations, members of BU Council as well as a BUGB Trustee. Finally, the BUGB General Secretary and Treasurer are ex-officio members.

The Committee who meet on a minimum of three times per year, have responsibilities for determining policy for the Society, for looking at specific issues which arise from time to time, for approving the annual accounts, for agreeing the Society's annual report to the annual AGM and for determining the Society's rents and purchase ceiling. They also receive reports from RBMHS staff, and oversee their work.

The Society has two members of staff, the Society's Manager/ Company Secretary, Mr Stewart Green, who is responsible for the day to day running of the Society along with his colleague, Mrs Charlotte Curtis, who works 12 hours per week. They will be your main points of contact, and if you have any queries or comments, they will be pleased to hear from you.

We hope this Information Pack answers many of the questions you will have about your new home.

With all good wishes from the Management Committee. 

Bill Johnston
Chairman

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■ Your Assured Tenancy

Once you have moved into new home you will be issued with your Assured Tenancy Agreement. This contains information which you will need to know.

- Your Tenancy start date.
- Rent: amount due, when it is due, how it should be paid and if it will increase during the tenancy.
- Whose responsibility it is for internal decoration and internal and external repairs and maintenance.
- Any condition or restrictions on the use of the property, for example, lodgers, business use, parking a caravan or similar.
- Situations where alternative accommodation may be appropriate.

One part of the Tenancy Agreement is signed, witnessed by the Society and we ask that you keep this safe. The Counterpart Agreement needs to be signed by you, in the presence of a witness, and returned to RBMHS.

■ Rent Payments

Your rent payment is calculated from the information you provide on the Statement of Income Form. Your rent is paid monthly in arrears and it is your responsibility to arrange with your bank for a Standing Order [SO] to be set up to make this payment. Details of the Society's bank account are provided with the covering letter to your tenancy agreement.

Annually, at their January meeting, the RBMHS Committee of Management, determines the rents to be charged for its various properties. Whilst always trying to absorb as much of the ongoing cost increases as possible, continuing rises may lead the Committee to agreeing an increase in rent. If your rent is to be increased you will be notified of this in May or June for implementation from 1st July. Please note that it is your responsibility to inform your bank about the change to the standing order you have set up. It is your responsibility to tell your bank about this change, as the Society cannot.

If you are finding it difficult to pay your rent, you may wish to consider making a claim for Housing Benefit [HB]. HB is claimed through your Local Authority. If you would like further advice on this, please let us know.

Should your circumstances change in a significant way in the future (for example, by receiving an inheritance, losing or receiving an income) please note that you must inform the Society immediately. Your new situation can then be reviewed.

Information about the Property

■ Annual Gas Safety Check

The Society will pay for an annual service and safety check of any gas appliances that belong to it. We ask that you arrange this yourself. The person carrying out the work must be “Gas Safe” registered. If you are unsure if they are ‘Gas Safe’ registered you can check on www.gassaferegister.co.uk or call Gas Safe on 0800 408 5500.

Please ask your engineer to provide a Landlord's Gas Safety Certificate. This should then be sent to us along with an invoice for payment or receipted bill, which we will reimburse. Please remember that it is important to do this annually because RBMHS is classed as a Landlord and therefore has a legal responsibility to ensure that a current certificate is in place and that a register is maintained.

■ Smoke Alarms & Carbon Monoxide Detectors

Following new legislation all privately rented accommodation must have at least one smoke alarm installed on every storey of their property where there is living accommodation and a carbon monoxide alarm fitted in every room where there is an appliance which burns a solid fuel, (for example a log or coal burner or open fire). This does not include gas fires.

On moving into a property we ask that you check that you have the required alarms and that they are in good working order. For your safety these alarms should regularly be tested and annually we will contact you to ensure this is being done.

■ Council Tax & Utilities

You are responsible for paying your own Council Tax from the start date of your tenancy agreement and should notify your Local Authority of this.

You are also responsible for paying your own water, lighting, heating and telephone bills and should contact the relevant utility companies so that supplies can be transferred into your name. You are of course perfectly free to choose your own utility supplier[s] with the exception of the utility company which supplies your water and deals with your sewage.

■ Insurance

You are responsible for arranging and paying for your home contents insurance. The Society, in conjunction via the Baptist Insurance Company, will ensure that the appropriate building insurance is in place and that the premiums are paid.

With the possible exception of any flats, the Society uses the Baptist Insurance Company, who would be happy to provide you with a quote for your contents insurance.

■ Interior decoration

You are responsible for the interior decoration of the property and also for keeping your garden in a tidy fashion.

■ Structural Repairs, Internal/External Maintenance

The Society is responsible for all external repairs to your home when it is deemed necessary. We do not carry these out on a fixed rotation as different properties in different locations require different levels of attention. For example, those on the coast may suffer from more external damage/paintwork deterioration due to coastal winds, sea spray etc. If you have any concerns about the external maintenance of your home please contact us about these.

The Society is also responsible for the internal maintenance of the home (as opposed to the decoration). By this we mean kitchens, bathrooms etc. If you have a particular concern about this again please contact us first to discuss what is wrong.

In the case of maintenance issues [either routine or urgent] please do contact us before instigating any works. If work is undertaken without RBMHS authorisation, then the Society may not take responsibility for the cost.

As the Society has only limited funds we may not always be able to agree to the work. If we are able to help we may ask you to obtain two or three quotes for the work. We have found it is normally better to engage local trades people, who come recommended rather than national firms. If you do not know of anyone that it may be helpful to ask your neighbours or church community. However, if you are finding it difficult we can always advise.

With any work that you have done that the Society is paying for the Tradesman can always invoice us directly, or you can pay the bill and we will reimburse you. Please ensure though you are given an invoice or receipt.

■ Flat service charges

If you have moved into a flat then you will be responsible for the paying of all service charges. The Society will ensure that the correct buildings insurance is in place, whether through its own policy or the Managing Agents block policy, you must ensure you have the correct contents insurance. Any work to the flat may require the permission of the Managing Agents.

■ Leaving the property

In certain circumstances the Society can consider rehousing.

For further information about this please contact us.

If you wish to leave the property the Society requires one month's written notice terminating your Tenancy. The property needs to be returned to the Society in the same or similar condition as it was at the beginning, this means cleaned, cleared of all furniture and personal effects and the keys returned.

You will also need to inform your utility suppliers of you leaving the property and provide them with i] the final meter readings and ii] a forwarding address for the final accounts to be sent to. It would also be appreciated if you would inform RBMHS of your utility suppliers and final readings.

Until this has happened you remain responsible for Council tax and utility payments.

Upon receiving notice of your intention to vacate, RBMHS will make arrangements to sort out any Interest Free Loans or Equity Share arrangements, which were put in place when the property was purchased.

■ Contact Details

Below are the contact details for the Society. If you have any questions or concerns whatsoever, please do not hesitate to get in touch.

RETIRED BAPTIST MINSTERS HOUSING SOCIETY

26 Athlestan Road
Bournemouth
Dorset BH6 5LY

Telephone: 01202 548890

Email: admin@rbmhs.org.uk

STEWART GREEN

Mobile: 07760261357

Email: sgreen@rbmhs.org.uk

CHARLOTTE CURTIS

Mobile: 07760627588

Email: ccurtis@rbmhs.org.uk

Registered Office:

Baptist House
129 Broadway
Didcot
Oxen OX11 8RT

RBMHS is an exempt charity registered under the Industrial and Provident Societies Act 1965.

Registration Number 21462R

■ Useful Names/Telephone Numbers & Notes

Electrician



Plumber



Gas Engineer



Builder



Insurance Company



Water Company



Gas Supplier



Electricity Supplier



Local Authority



NOTES

IT'S ALL OF GOD

Its all of God

*People had a concern and vision for
Retired Pastors and how to house them,*

Its all of God

*Some left gifts in their wills, others
gave monetary gifts,*

Its all of God

*RBMHS help retired pastors and their wives in
need of homes for their retirement,*

Its all of God

*Retired pastors guided by the Holy Spirit,
select area and new home,*

Its all of God

Pastors led of God go where He has chosen

Its all of God

Praise God, Thank you RBMHS

Yes its all of God

RFK 2016



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www.rbmhs.org.uk