



SEAMER PARISH COUNCIL

www.seamercrossgates.org.uk

OLD SCHOOL HOUSE LETTING POLICY & PROCEDURE

Adopted by the Council on 9 April 2024

Letting and Management

The arrangements for Letting and Management of the Old School House, Main Street, Seamer, Scarborough, YO12 4RF be the subject of an agency agreement for the letting and full management service with Tower Estates (Scarborough) Ltd.

Letting Policy

Purpose

To support a long-term tenancy for a family from the Seamer and Crossgates area of Scarborough.

Priorities

First priority be given to a family from the Seamer and Crossgates area of Scarborough.

Second priority be given to a couple or individual from the Seamer and Crossgates area of Scarborough.

Letting Procedure

Other than in exceptional circumstances agreed between the Council and the Agent:

Marketing

The property be marketed as soon as possible and for at least one month of the tenancy becoming available to let.

Viewing

At least one third of applicants expressing an interest in renting the property within the period marketed be given a viewing of the property before the selection process be made.

Signed:

Chairman of the Council

Clerk of the Council and Responsible Financial Officer
Proper Officer

Date: 14 May 2024