

Creating safe, warm and comfortable homes



**Your guide to improving
mixed tenure homes**

Improving homes

There are lots of blocks of flats in Edinburgh where individual flats are owned by the Council and private owners – these are known as ‘mixed tenure blocks.’

Many of these blocks need investment to make them safer, warmer and more comfortable places to live. We’ve created a service to make it easier for all owners, including the Council, to organise and manage these repairs.

Our Mixed Tenure Improvement Service (MTIS) is set up to restore blocks of flats to a good state of repair and stop homes further deteriorating.

Repairs will also improve the overall look of buildings, the local area and the quality of life for people living there.



Murrayburn Park before and after

Who is responsible for repairs?

In mixed tenure blocks, parts of the building are shared between all the owners. These are known as common areas, for example the roof, external walls and stairs.

In some blocks, other parts of the building are shared between certain owners, such as the loft being shared by the top floor flat owners.

All the owners, including the Council, are responsible for paying their share towards repairs and maintenance to common areas of the block.

Your title deeds will explain which parts you’re responsible for and how costs for repairs are split between owners.

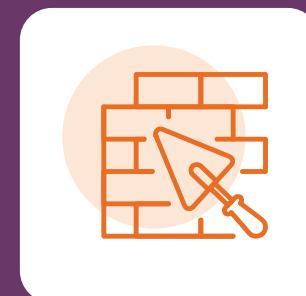
As a local authority, we have a duty to maintain the condition of our Council homes and represent and fund our share of Council owned flats in mixed tenure blocks.

“We’ll assist homeowners to apply for any government funding they are eligible for to help pay for the repairs.”

How our service works

- Identifies mixed tenure blocks that need to be repaired.
- Organises building surveys and gathers quotes and cost estimates.
- Communicates the proposed work, costs and timescales with all owners in the block and asks them to vote on whether to go ahead with the repair work or not.
- If the majority of owners vote in favour of the repairs, then the work will go ahead.
- Manages the repairs, contractors and invoices.
- Keeps owners and residents in the block updated throughout the process.
- The Council represents and pays for their share of repairs.

Our service does not cover general repairs inside individual flats unless they are part of the communal repair work, for example boiler flue extensions due to a new external wall insulation or ventilation improvements.



THE STAGES



STAGE **01** consultation survey and vote

Your block will be assigned a dedicated case officer who will contact you to explain the proposals to improve the block. They'll ask owners (including the Council) to vote on whether to go ahead with a building condition survey. If the majority of owners agree then we'll organise it and send you a cost estimate for your share of the work based on the issues found as part of the building survey.

We'll then ask all owners to vote for or against the recommended work and let you know the result – this is known as a 'Scheme Decision.'

We'll assist homeowners to apply for any government funding they are eligible for to help pay for the repairs.



STAGE **02** construction

If the majority of owners have voted to go ahead with the repairs we will:

- appoint reputable contractors to carry out the work and give you details of the work timetable
- get relevant statutory consents, like building warrants
- make sure the contractors meet all building standards, health and safety standards and other regulatory requirements
- keep owners and residents updated on the progress of the work.



STAGE **03** completion and billing

Once the work is finished, we'll check it's been done to a high standard and agree the final costs with the contractor.

We'll send owners an invoice for your share of the work and support you through our Scheme of Assistance which includes available grant aid, payment plans and we'll send you a completion certificate.

How we communicate with you

We want to keep owners and residents in the block updated and involved throughout.



Letters and information at key stages.



Drop-in sessions to answer any questions at key phases of the project.



Regular newsletters.



A case officer will be your first point of call for all construction-related issues.

If you are an owner or a council tenant, you can contact your case officer directly by emailing MTIS@edinburgh.gov.uk

Costs, help and advice for owners

Once the work is complete, we'll send owners an invoice for their share of the work. This will usually be within three months of the work being completed but may take longer as we want to make sure there are no other costs before sending invoices to homeowners.

We understand that this work can be expensive and you may have concerns about how to fund it.

Depending on your personal circumstances, you may be eligible for grants towards the cost of some of the work, which we can arrange on your behalf.

Getting independent financial or legal advice

Your case officer can explain the options available to you from the Council, but we cannot provide financial or legal advice. You must seek your own financial or legal advice from your bank, a financial advisor, solicitor or other independent organisation.

Other options include:

- using savings or other assets you may have
- seeking financial advice before taking out a loan
- selling your property back to the Council.



If you think you will struggle to pay for your share of the work, you need to get impartial financial advice as soon as possible. We are unable to provide financial advice directly, however, we have listed agencies below that may be able to provide you with free guidance.

Citizens Advice Scotland

Scotland's largest independent advice network

www.citizensadvice.org.uk

0131 550 1000

Scottish Welfare Fund Team

Helping families in Scotland on low incomes

www.edinburgh.gov.uk/scottishwelfarefund

welfarefundteam@edinburgh.gov.uk

0131 529 5299

Age UK

Supporting older people in the UK

www.ageuk.org.uk

0333 323 2400

Care and Repair Scotland

Enabling older and disabled people to stay in their homes

www.careandrepairsotland.co.uk

0141 221 9879

ithrive

Helping people find mental health and wellbeing services

www.ithriveedinburgh.org.uk

Money Helper

Free and impartial money advice

www.moneyhelper.org.uk

0800 138 7777

Find information on our website

www.edinburgh.gov.uk/mtis



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