

## DOCUMENTARY CHECKLIST

# Affordable Rental 90% Relief Structuring

Documentary preparation for an affordable-rental relief file with 10-year follow-up.

## § Property and lease terms

- Property description and cadastral reference
- Draft lease agreement (rent, term, indexation)
- Comparison with reference rent levels for the area
- Evidence of compliance with affordable-rental thresholds

## § Tenant & social criteria

- Anonymised tenant profile
- Documentation of any social or family criteria, where relevant
- Confirmation of primary-residence use, where applicable

## § 10-year follow-up framework

- Annual rent statement template
- Vacancy and re-let process
- Calendar of annual reviews over the 10-year period
- Internal owner identified for the ongoing follow-up

### NEXT STEP

The relief file and the 10-year follow-up framework are issued together, with annual review dates already in the compliance calendar.