



BURY LANDLORD ACCREDITATION SCHEME

CODE OF PRACTICE



The aims of Bury Landlord Accreditation Scheme are to encourage, acknowledge, raise awareness and actively promote good standards and management practice by landlords and to assist landlords and tenants to undertake their respective responsibilities to each other.

THIS CODE OF PRACTICE IS TO BE ACCEPTED BY ALL ACCREDITED LANDLORDS AS A MINIMUM STANDARD THEIR PROPERTIES WILL MEET.

PROPERTY STANDARDS

- ✓ Gas safety – All gas appliances must be inspected in accordance with current Gas Safety Regulations and a gas safety certificate should be obtained on an annual basis. All installation, maintenance and safety checks must be carried out by a Gas Safe registered installer.
- ✓ Electrical – You should ensure that all electrical installations and appliances are safe, working correctly and do not pose a health & safety or fire risk. All defective electrical installations must be repaired, replaced or improved to current electrical safety standards. All components and fixed appliances must be installed in accordance with the manufacturer's recommendations.
- ✓ Appliances – You should provide manufacturers or appropriate details on the safe operation of appliances, to tenants, on request, for example, cookers, fridges, freezers, boilers, heaters and heating time clocks.
- ✓ Furniture – Any furniture you provide must comply with current Furniture and Furnishings (Fire Safety) Regulations.
- ✓ Fire protection – A minimum of one battery operated smoke detector must be provided on each floor and these should be regularly checked.
- ✓ Repair – The property must be kept in a good state of repair and any necessary repairs must be undertaken within a reasonable time period.
- ✓ Safety and security – The property must be safe and secure against unauthorised access and also include the provision of an acceptable method for receiving mail.
- ✓ Freedom from hazards – as far as is reasonably practical, the property and its surroundings are kept free from health and safety risks to tenants and visitors.
- ✓ At the commencement of the tenancy or other date mutually agreed with the tenants, all obligations on the part of the landlord regarding repairs, maintenance and improvements have been fully discharged.
- ✓ Where access is required for routine inspection or viewings, the tenants receive notification of the date, time and purpose of the visit not less than 24 hours in advance unless otherwise agreed and with the exception of circumstances where such notice is not applicable.
- ✓ Prior to letting and within the landlord's reasonable responsibilities, the visual appearance of the property, outbuildings, gardens, yards and boundaries is maintained in a reasonable state so as not to detract from the appearance of the area.
- ✓ All premises must comply with any statutory licensing scheme in operation in their area, for example, Houses in Multiple Occupation.

MANAGEMENT STANDARDS

- ✓ We expect you to treat all tenants and prospective tenants equally and fairly.
- ✓ All tenancies must have a written tenancy agreement that includes the rent level, provision for review and agreed frequency of rent payments. A suitable model tenancy agreement can be made available to landlords.
- ✓ Utility Charges – the tenant must be clearly informed as to who is responsible for the payment of all utility charges (gas, electricity and telephone) and Council Tax and that this responsibility is accurately stated in the terms of the tenancy agreement.
- ✓ Deposits – For all new tenancies granted from 6th April 2007, that you use a government approved national tenancy deposit protection scheme if a deposit is required.
- ✓ A notice must be displayed in each property that details the name, address and telephone number of the landlord or agent – a suitable notice will be made available to accredited landlords.
- ✓ Insurance – you must have adequate insurance cover for your property. Tenants should be advised to take out contents insurance, where appropriate - details can be obtained of suitable low-cost insurance schemes from the Accreditation Team.
- ✓ Inventory – you should compile and keep an accurate and agreed inventory of all equipment and furniture, and also take details of the decorative condition of the property.
- ✓ We expect you to require your tenants to behave in a responsible way towards their neighbours – any complaints received from neighbours should be discussed with tenants. You should also inform tenants about arrangements for refuse collection, avoiding noise and other potential causes for conflict.
- ✓ References – Where it is possible, prior to letting the property, landlords should seek references from relevant sources in relation to prospective tenants.
- ✓ Where transactions by bank transfer are made, an account will be provided to the tenant at least annually for all monies demanded whether for rent, deposit, utility or service charge. Where transactions are undertaken in cash or by cheque a written receipt will always be provided.
- ✓ Where a fee is charged for arranging a letting agreement, then prospective tenants should be clearly informed of this in advance.
- ✓ Properties are not knowingly overcrowded.

ENERGY EFFICIENCY

- ✓ All properties are provided with a reasonable level of energy efficiency measures and include as a minimum hot water tank and exposed pipe lagging and adequate insulation to roof spaces where appropriate.
- ✓ Energy efficiency improvements are incorporated, where practical, into refurbishment schemes.
- ✓ Tenants are given advice or signposted to Bury's Energy Show House, on how best to heat their homes in an energy efficient way using the facilities provided. The Accreditation Co-ordinator will assist with the provision of such information.

FIT AND PROPER PERSON

- ✓ You, and any other person with an interest in your properties, must not have been convicted of harassment, illegal eviction or fraud; or have failed to comply with Statutory Notices served by the Council for your properties.

SCHEME MEMBERSHIP

Membership of Bury Landlord Accreditation Scheme will continue on receipt of a current annual Gas Safety Certificate for each property.

After three years the scheme operator reserves the right to re-inspect a minimum of 10% of a scheme members' total portfolio to ensure that quality standards are being maintained.

On second inspection, if it is found that the property does not meet the standards set out in this Code, then the landlord will be given the opportunity to bring the property up to standard within a reasonable timescale. Failure to do so may result in scheme membership being revoked.

The Code of Practice and the standards required for accreditation are subject to change. However, no changes will be made without consulting accredited landlords or allowing adequate time for any changes to be implemented.