



2012/13

York Code of Best Practice for Student Accommodation

promoting good standards in student housing

IN PARTNERSHIP WITH

University of York | College of Law | Askham Bryan | City of York Council |
Student Representatives | York St John University | Letting Agents |
Safer York Partnership | North Yorkshire Fire and Rescue Service |
York Residential Landlords Association (York RLA) | Individual Landlords |

Letting property to students

The 2012–2013 code of best practice for
York landlords and students

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Changes introduced for 2012/13

- New requirement to carry out PAT testing on portable electrical appliances by 1 October 2012 (see page 17)
- New requirement to provide CO detector(s) in the property by the 1 October 2012 (see page 17)
- New complaints and appeals procedure (see page 27).

1. Introduction

Most students will need to rent a room, flat or house whilst studying in York, and the city's landlords play a vital role in providing this accommodation. All the educational establishments appreciate that the majority of landlords are doing a good job and provide much needed accommodation for students.

The Code of Best Practice scheme is aimed at **all** student houses, whether the property is licensed under the Housing Act 2004 or not. It provides recognition to landlords who take a responsible approach to letting their properties. It also offers a systematic way of identifying and listing properties which meet legal, mandatory requirements of the code and recommended standards.

To take part in the scheme, landlords are required to complete a self declaration of compliance with the code checklist, which is then used for advertising purposes.

The Code of Best Practice has been developed in partnership with, and is supported by: City of York Council, Safer York Partnership, North Yorkshire Fire and Rescue Service, The University of York, York St John University, The College of Law, The Students' Unions, Askham Bryan College, York Residential Landlords Association and some Letting Agents.

Educational institutions have signed up to the Universities' UK (UUK) Code of Practice for their own accommodation.

If you wish the participating educational establishments to advertise your property you must meet and maintain both the legal and Code of Best Practice standards within this booklet. If you don't meet them or fail to keep up with the standards in future years your property will not be accepted and therefore not advertised.

The educational establishments reserve the right to amend the requirements of the Code of Best Practice scheme at any time to reflect changes in policy and/or legislation. If this occurs and additional works are required, a reasonable time period will be given for properties to meet the revised standards.

Information received from and about landlords and/or properties may be shared with partners within the code.

The aim of this Code of Best Practice is to:

- apply the Code standards to all lettings advertised through institutions that join the scheme
- establish mandatory and recommended standards for private rented student shared housing

- promote awareness of those standards to both landlords and students
- encourage and help landlords to meet the standards
- give recognition to properties and landlords meeting these standards
- help and encourage students to choose accommodation meeting the standards
- keep disagreements and misunderstanding to a minimum.

The code is intended to help landlords, students, educational establishments, the City of York and the local community.

Help for landlords

- This scheme will provide public recognition for landlords who maintain good standards in their properties.
- The colleges and universities will only advertise properties whose owners agree to abide by the code, and advertising will be free of charge. This will give a commercial advantage to landlords in the rapidly expanding student market.
- The scheme gives landlords clear guidance on the required legal and mandatory requirements of the code together with some additional recommended standards.
- A contact at each college, university and at the council will be available to help landlords with advice and information. City of York Council will also use the scheme to provide updated information or newsletters to landlords via the academic institutions.
- The code will help landlords to deal with disputes between tenants, and between themselves and tenants.

Help for students

The Code of Best Practice will help take some of the uncertainties out of house-hunting for students. For instance, it is often hard to tell on a first visit whether a property has the appropriate safety certificates, or whether the landlord will run the property in a responsible manner. The code will provide assurance for student tenants on a range of issues.

Support for educational establishments

The availability of good quality accommodation supports the colleges and universities in attracting students to York.

Benefit to the city

The code gives landlords an incentive to invest in their properties. As a result, neighbourhoods with a high number of student houses should see a benefit. A successful scheme will isolate the less reputable landlords and filter out the worst accommodation from the student market.

The scope of the scheme

The scheme is aimed at **all** student houses. The Housing Act 2004 has changed the definition of a 'house in multiple occupation' to include all shared property with three or more occupants (where the occupants are not related).

Some properties will need a licence and some will not. Please see following chart which explains the difference.

What is a HMO and which HMOs need a licence?

2 or less occupants	Not HMO	No licence
3 or 4 occupants	HMO	No licence
5 or more occupants on 2 or less storeys	HMO	No licence
5 or more occupants on 3 or more storeys	HMO	Licence

A storey is one level. This includes a habitable basement or attic conversion.

IF YOUR PROPERTY REQUIRES A LICENCE YOU MUST APPLY TO THE CITY OF YORK COUNCIL. FAILURE TO DO SO IS A CRIMINAL OFFENCE AND MAY RESULT IN PROSECUTION.

If you have any queries or require further information please contact the Housing Standards and Adaptations Team, City of York Council, Tel 01904 554050 or e-mail housing_standards@york.gov.uk .

Owners of HMO properties can apply to the Council for a 'Certificate of lawful use' to verify that the property is currently being used as an HMO. This overcomes any issues regarding 'use' when selling the property.



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The Code of Best Practice scheme is free of charge and involves the following:

- An application for each property must be made each year to the educational institution to take part in the scheme. Please note, the University of York has an online application process. Further information is available on www.york.ac.uk/accommodation.
- The application form asks the landlords to confirm that they have assessed their property and that it complies with the requirements of the code. Current copies of relevant safety and EPC certificates should be submitted to the relevant educational establishment. A copy of the Gas Safety Certificate must be given to the tenants at the start of their tenancy.
- Where a house in multiple occupation (HMO) requires a licence, a copy of the licence must be sent to the educational establishment. *In accordance with the licensing conditions, a copy of the licence must also be displayed in the common areas of the house.*
- Details of the properties will be held on a register kept by the educational establishment.
- It is the responsibility of the landlord to make sure that the property meets all the required standards at the beginning and throughout the contract term.
- City of York Council/Safer York Partnership and the educational establishment may monitor properties to see that they continue to meet the relevant standards.
- Tenants may be asked directly by their educational establishment, local authority or by Safer York Partnership if the management code is being complied with.
- The contractual arrangement will be between the landlord/and the student.

The required standards

The required standards are listed below. They can broadly be split into two areas:

(a) management code

(b) physical standards that the property must meet

The code includes both mandatory requirements and additional items which are 'recommended' but are not mandatory.

2. Landlord and student management code

The management code aims to help landlords and tenants by promoting good practice and awareness of landlord and student obligations. It reflects a combination of legal requirements and good practice.

What a student should expect from a landlord

Before the letting

- The property should not have *signs* outside advertising it as a student let. 'TO LET' signs must not be displayed until after the start of Term 2, as this encourages burglary and any sign must be removed within two weeks of the tenancy being signed.
- Landlords should only show those properties which they have **advertised through the Code of Best Practice**. Students who contact landlords about an advertised property should be shown only that property. If the landlord shows another property, not advertised on the scheme, it is the responsibility of the landlord to make it clear to students that the property is not registered on the Code of Best Practice. Students will be encouraged to report to the Educational Institution's Accommodation Office if this was not made clear at the time of viewing and the matter will be dealt with under the Code's complaints procedure.
- All details of the property must be **accurate and clear**.
- Prospective tenants must be granted an **opportunity to view** the property.
- No money, deposit or rent should be demanded before the prospective tenant has reviewed the **terms and conditions** of the tenancy agreement. **Receipts** must be issued for any money paid.
- Any **deposit** taken must be protected in a Government approved Tenancy Deposit Scheme scheme – see appendix or go to www.direct.gov.uk/tenancydeposit.
- Prospective tenants must be provided with a copy of any **tenancy agreement** under which the property is to be let. They should then be allowed at least 72 hours in which to seek advice regarding the terms and conditions of the contract. It is essential that they understand the implications of signing a joint and several tenancy agreement (if applicable) and the possible consequences should one of the group wish to leave partway through the tenancy.
- It is recommended that landlords use the Lawpack or Oyez agreements (available from W.H. Smith or most law stationers) or a similar acceptable agreement. See also www.lawpack.co.uk or www.oyezformslink.co.uk.
- The contract must not contain any clause that contradicts or conflicts with statutory law, common law or this code.
- **Additional charges** for utilities such as gas, water, telephone, electricity etc. must be clearly and specifically detailed in the contract.
- A copy of the **inventory** must be made available to prospective tenants.
- The landlord must be the **current owner** of the property.

At the start of the tenancy

- The landlord's or managing agent's **name, address and telephone number** should be provided, along with the appropriate method of contacting them.
- Landlords should agree with the tenants when cleaning and improvements will be carried out and completed, in order that there is **minimum disruption** to the tenants. Tenants should expect to move into a clean property in good condition, on an agreed date.
- The property must meet the **standards of the scheme** at the time of moving in.
- The landlord must provide **one set of keys for each tenant**.

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- On moving in, tenants must be provided with a copy of the **inventory** for the property, including details of its condition as well as contents. Students should be allowed up to seven days to check that inventory and should be asked to **sign and return it**. It is very important for both landlord and students that this document is used and is an accurate record of the condition of the property. If there is a subsequent dispute, the deposit holder will wish to refer to this document when deciding on the level of refund.
- The landlord must **insure** the building and must have Landlords Liability Insurance. If requested he or she should provide evidence to the student of their Liability Insurance. It is recommended that the landlord also insures the house contents.
- Owners/landlords are recommended to supply tenants with **clear written instructions** for the safe use of all central heating appliances, hot water systems and other major electrical appliances.
- Information on **refuse collection days** and recycling facilities should be provided.

During the tenancy

- Tenants can expect to enjoy use of the property **without undue interruption** by the landlord. The landlord should call only by appointment, arranged a **minimum of 24 hours in advance**, for inspections or repairs (unless an emergency makes immediate access necessary).
- Viewing by prospective tenants should be accompanied and by prior appointment. Tenants should be given at least 24 hours notice.
- There should be prompt action by the landlord when repairs are necessary, with appropriate times for repairs discussed and agreed between the tenant and the landlord.
- **Written receipts** must be issued to tenants for all cash payments, such as deposits, rent payments, utility or service charges.
- Landlords should **respond promptly to any complaint**, and where appropriate provide a written response to any correspondence.

At the end of the tenancy

- Landlords must give the residents clear written guidance on the arrangements necessary to bring the letting to an end. This should include what is expected about cleaning and the condition of the property.
- The tenant does not have to be present at the check-out inspection but they are entitled to be if they want to and should be informed of the date / time; if they ask to attend, the landlord should take reasonable steps to meet this request. When carrying out the inspection, additional evidence, such as dated photographs, can be used if there is re-chargeable damage.
- Landlords must administer deposits efficiently and fairly, using the monies only for the purposes for which they were intended. All tenancies should be administered in accordance with the statutory Tenancy Deposit Scheme see Appendices or go to www.direct.gov.uk/en/HomeAndCommunity/PrivateRenting/Tenancies.
- Advice on contractual problems for landlords can be sought from the City of York Council, York Residential Landlords Association, or solicitors who specialise in housing law or the Citizens Advice Bureau.

The City of York Council website www.york.gov.uk/housing/hmo/Landlords_info/factsheets provides useful factsheets on some of the common landlord issues including damp, mould and security.

Please remember that if you are carrying out repairs or replacing furnishings at any of your properties, any waste arising from such work will be trade waste because it results from your business and must be disposed as trade refuse. To dispose as domestic refuse is an offence.

To assist landlords, the City of York Council offers York landlords three permits per property, per year, to enable them to access the Hazel Court Household Waste Recycling Centre, free of charge. To obtain an application form for the permits or for further advice please telephone York Contact Centre on 01904 551551 or visit www.york.gov.uk/environment/waste/sites/1permitscheme.

What a landlord should expect from student tenants

At the start of the tenancy

- Student tenants should pay the deposit and any advance rent promptly.
- They should provide full details of all the tenants – name, institution, course, home and email address, home and mobile telephone number and next of kin.
- They should carefully check and sign their agreement and the inventory of the property within the first seven days of the tenancy. Any inaccuracies or discrepancies must be reported **in writing** to the landlord/Agent within this timescale.
- They should report any repairs or outstanding items to be attended to as soon as possible.
- Students should make arrangements to obtain a valid Council Tax exemption certificate from their respective institution and apply for exemption (if applicable) either directly to the City of York Council or (and only if requested) by supplying the certificate(s) to the landlord. Please note that students of the University of York, York St John University and York College can apply on-line via the Council's website: www.york.gov.uk/advice/Council_tax/Council_tax_discount/student_exemptions.
- It is strongly recommended that tenants take out appropriate possessions insurance. Details of companies offering insurance for students are available from the appropriate Students' Union.

During the tenancy

- They should behave in a reasonable manner, with consideration for neighbours, landlords/agents.
- They should be responsible for the behaviour of their visitors to the property.
- Students should be aware of the needs of the community in which they live and not cause any disturbance, particularly late at night.
- Student tenants must discuss with the landlord any proposed changes of tenancy and must have his/her prior agreement.
- They must pay the rent promptly when due. In the event of genuine difficulties, they should discuss the problem with the landlord as soon as possible.
- They should report any necessary repairs promptly (preferably in writing) and co-operate with the landlord/agent when requiring access for inspection, repairs and viewings.
- They should take care of the property, its furniture and equipment and pay if necessary for any items damaged accidentally or by inappropriate behaviour.
- They should use fully all security measures provided.
- They should use fire detection and protection equipment responsibly, and only for the purpose for which it is intended and only if safe to do so.
- They should keep the property adequately ventilated and heated in order to reduce the risk of mould and damp from condensation. The City of York Council website www.york.gov.uk/content/housing/landlords/strategy/108/dampandmould.pdf gives further information. *Please note that rooms where clothes are being dried must always be well heated and ventilated.*
- They should bag domestic rubbish and recyclable items and leave them out for collection in the agreed place on the right day. Refuse and recyclable items should not be put out any earlier than 7pm on the night before collection and no later than 7am on the day of the collection. Wheeled

bins must be returned to the property no later than 7pm on the day of the collection. Further advice on waste collection and on recycling is available from the City of York Council website: www.york.gov.uk/environment/waste/students/ and www.york.gov.uk/environment/waste/recycling/.

- Students should be aware that neighbours of student properties are often concerned over:
 - refuse management
 - untidy gardens
 - curtains being left closed during the day
 - posters, etc, in the windows
 - noise.

At the end of the tenancy

- They must leave the property in the same clean and tidy condition as at the beginning of the tenancy.
- They should contact the landlord to arrange an inspection visit, using the inventory to check final condition.
- Tenants must leave the property and return all sets of keys by the agreed date.
- Beforehand, they must arrange service meter readings, request final bills and leave a forwarding address with utility suppliers and account numbers.
- In the event of any dispute, the scheme expects both parties to discuss and attempt to resolve any differences before resorting to legal remedies.
- If leaving the property before the waste collection day, they must contact their landlord or get advice from City of York Council Contact Centre tel. 01904 551551, to discuss possible assistance with rubbish removal or take to a household waste site themselves.
- If leaving the property before the waste collection day, they must contact their landlord to discuss possible assistance with rubbish removal.
- Advice on contractual problems for students can be sought from the Accommodation Offices or Students' Unions/Student Support Office of the educational institutions.

Equal opportunities

The colleges and universities have a strong commitment to implementing an equal opportunities policy. This means that no person or group of persons shall be treated less favourably than any other person or group of persons because of their gender, race, ethnicity, colour, disability, sexual orientation, age, marital status or religion.

3. Physical standards

- (a) Legal requirements
- (b) Mandatory requirements for the code
- (c) Further Recommendations

However, it is not an authoritative document on the law.

HHSRS

The Housing Health and Safety Rating System (HHSRS) contained in Part 1 of the Housing Act 2004 replaced the fitness standard. This is a new approach to the assessment of risks to health and safety in all homes. The purpose of the HHSRS is not to set a standard for a house but to generate objective information which can be used to tackle hazards. The HHSRS assesses the risk to health and safety from these hazards and seeks to remove or reduce them to an acceptable level.

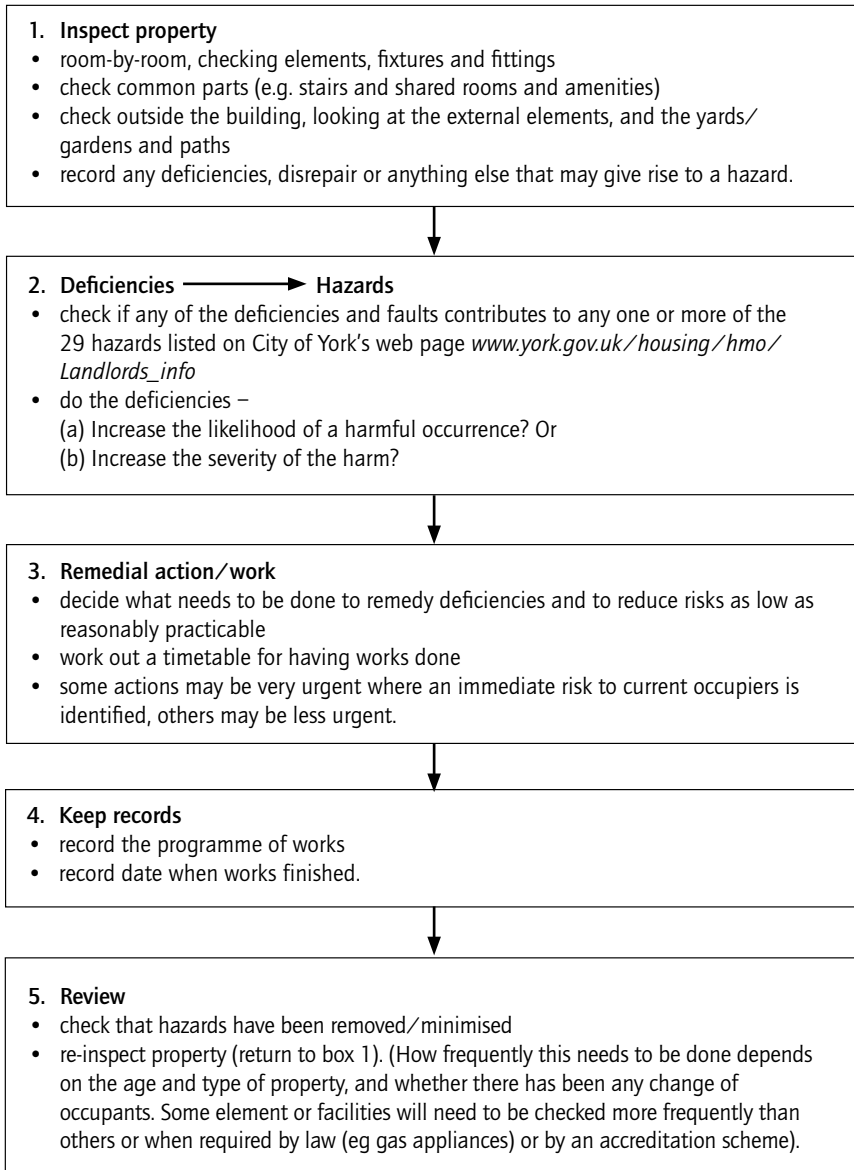
There are 29 hazards but some are more common than others. In particular:

- 1) damp and mould
- 2) fire
- 3) excess cold
- 4) falls
- 5) electrical hazards.

The City of York Council has produced specific guidance in relation to these hazards which can be found on www.york.gov.uk/housing/hmo/Landlords_info.

Assessment Process for HHSRS

This is a suggested process that a landlord could adopt to minimise the chances of any unacceptable hazards and to record when the assessment was carried out, any action taken and date for the next assessment.



General repair and decoration

Legal and Code of Practice requirements

Most shared students house are classed as houses in multiple occupation and should comply with the Management of Houses in Multiple Occupation (England) Regulations 2006. A copy of the full regulations can be found at www.york.gov.uk/housing/hmo/hmo_licensing.

Generally properties must be in a good state of repair and decoration and must meet the following requirements:

- They are structurally stable, free from damp which could affect health and free from serious disrepair.
- They have adequate lighting, heating and ventilation and adequate piped supply of wholesome water.
- There is an effective system for draining foul, waste and surface water.
- Landlords must maintain their houses and flats to ensure that the properties are habitable, that essential services and utilities are maintained in good working order and the supply not unnecessarily interrupted, and that relevant standards are maintained at all times.
- Landlords must ensure that all common use areas (including all escape routes and exits) are kept free from obstruction and that all staircases, handrails and banisters are in a good state of repair.
- Any gardens belonging to the house should be kept in a safe and tidy condition and any boundary walls, fences and railings in as far as they belong to the house are kept and maintained in good and safe repair so as not to constitute a danger to the occupants.

Please note these are legal requirements, landlords cannot opt out of these by putting clauses in tenancy agreements.

Timescales for Landlord repairs

Code of practice requirements

Landlords must give a minimum of 24 hours notice before entering a property except in the case of an emergency.

- Emergency repairs, where there is an imminent risk to health, must be dealt with immediately – preferably within three hours and certainly within 24 hours. Examples of such problems include an internal burst pipe, blocked drains, no water, no electrical system and broken external door locks.
- Urgent repairs must be dealt with within three days. An example of this would be an external burst pipe.
- Non-urgent repairs must be dealt with within 28 days.
- Maintenance and servicing tasks should be planned and timed so as to minimise disruption to tenants, such as gutters and window cleaning.

Gas safety

Legal and Code of Practice requirements

- All gas appliances, flues etc must be maintained in a safe condition in accordance with the Gas Safety (Installation and Use) Regulations.
- An annual Landlords' Gas Safety certificate, issued by a 'Gas Safe' registered engineer, must

be provided to the relevant college or university for the purpose of the scheme. A copy of the certificate must also be given to the tenants to show the date of inspection, any defects and the action taken.

- All repairs must be carried out by a 'Gas Safe' registered engineer.
- Landlords or their agents must show new tenants how to turn off the gas supply in case of an emergency.
- Whenever the landlord is informed about a fault, it must be dealt with immediately.
- **Landlords/agents or tenants must not supply paraffin heaters or bottled gas appliances.**
- Carbon Monoxide Detectors should be provided in all properties where a gas appliance is present. The detectors can be battery as long as they comply to BS EN 50291. Proper placement of Carbon Monoxide Detectors is important, first you should have regard to the manufacturer's information, however, the following gives guidance on where to site Carbon Monoxide Detectors.
 - Provide as a minimum one carbon monoxide detector to each floor where there is sleeping accommodation. The detector should be close to the bedrooms so that it is audible and capable of waking a sleeping person.
 - The ideal position to place a carbon monoxide detector would be on a wall 1.6m above floor level or on the ceiling. In rooms with sloped ceilings the detector should be located at the high side of the room.
 - Carbon Monoxide Detectors should not be installed in the following areas:
 - outside the building
 - in or below a cupboard
 - in a damp or humid area
 - directly above a sink or cooker
 - next to a door or window or anywhere that would be affected by draughts
 - where the air flow to the detector would be obstructed by curtains or furniture
 - in an area where the temperature could drop below -10°C or above 40°C
 - where it could be easily knocked or damaged.

Recommendations

Landlords should be aware that the annual gas safety check does not include servicing of gas appliances, and vice versa. It is therefore recommended that all gas appliances are *serviced* annually *in addition* to the mandatory requirement of a Gas Safety Inspection.

Electrical safety

Legal and Code of Practice requirements

- The landlord should ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a qualified person to undertake such inspection and testing. A certificate should be given to the landlord from the person carrying out the test stating the results of the test.
- All electrical items/equipment provided by the landlord including kettles, fridges, cookers etc, should have a portable appliance test (PAT) by a competent person in accordance with the code of practice for in service inspection and testing of electrical equipment, at least once every 2 years or at an appropriate date set by the tester.

- Brand new electrical items should be tested no later than two years from purchase or at an appropriate date set by the tester.
- For the purpose of this code, a description of a competent person and recognised electrical body can be found in the appendices.
- Any alterations to the fixed electrical system should comply with the latest edition of Part P of the Building regulations.
- All repairs/improvements must comply with the latest IEE wiring regulations.
- At the start of every academic year, a visual check of all electrical items, such as socket outlets, light switches and distribution boards, must be carried out and any defects repaired immediately. The landlord should also always look out for any electrical issues during routine visits to the property.
- Any safety certificates relating to testing and inspecting of gas appliances and electrical installations or appliances should be supplied to the council or educational institution within seven days if requested in writing.

Recommendations

- In order to avoid overloading of electrical circuits, a minimum of four electrical sockets are recommended for each study-bedroom.
- Students should be issued with clear written instructions for the safe use of all major electrical appliances and all appliances must function safely and in accordance with the manufacturer's instructions.

Furniture and furnishings

Legal and Code of Practice requirements

- All furniture and furnishings provided must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended). Most fire resistant furniture will carry a display label stating that it meets the requirements for fire resistance. Upholstered articles must have fire resistant material. Cover fabrics must have passed a match resistance test. Filling and cover combined must have passed a cigarette resistance test.

Recommendations

- All furnishings and fittings must be clean and in a reasonable condition.
- All rooms let as bedrooms must contain a bed at least 90 cm in width, with an adequate mattress. There must also be reasonable clothes storage space, a desk or working surface and a chair.

Security

Code of Practice requirements

- Locks must be fitted to all ground floor and any vulnerable first floor windows, such as those accessible from a flat roof, provided this does not contravene fire safety recommendations. Keys for the locks must be issued to tenants.
- All external doors, except for designated fire doors (normally the main front entrance door), must be fitted with mortice bolts, top and bottom, to reinforce the existing lock. Modern, multi-locking UPVC doors would be acceptable without mortice bolts.
- Doors designated as final exit doors (usually the front door of small premises) must be fitted with a lock or locks that can be immediately opened from the inside when the premises are occupied, without the use of a key.

- External doors must be properly fitted and free from damage, have secure hinges and close fitting into the frame.
- Where locks are fitted to bedroom doors in shared houses/houses in multiple occupation, they should be either the type that can be opened from the inside without the use of a removable key or a mortice type lock. Hasps/padlocks fitted to the outside of bedroom doors are not acceptable due to the hazard of entrapment.

Recommendations

- If the property has a burglar alarm installed, details of alarm key holders must be made available to the tenants. City of York Council's Environmental Protection Department holds a confidential alarm key holder database, on which landlords can apply to be listed in case of alarms being activated at night. Safer York recommends the installation of a burglar alarm.
- It is highly recommended that existing locks are replaced with five lever mortice locks to BS 3621. It is likely your building insurance will require this.
- It is recommended that locks complying to BS 8621 and BS EN12209 are used for doors with keyless egress.
- An optional, but highly recommended addition, is security lighting to cover vulnerable areas at the rear of the property. This can either be permanent, operated by a passive infra-red detector or dawn till dusk lighting.
- Hedges should be trimmed for security. Safer York recommends using defensive planting ie prickly plants, to deter intruders.

Amenities

The amenity standards refer to the cooking, washing and toilet facilities available in a property. These standards must be in place to ensure that a proper standard of hygiene can be maintained.

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York Residential Landlords Association



York Residential Landlords Association represents and promotes the interests of all respectable landlords in and around the City of York. It was founded in 1994 and currently has over 450 members.

Membership is open to anyone with an interest in property including; prospective landlords, existing landlords, Letting Agents and others who support the aims and objectives of our Association.



York RLA is recognised by City of York Council, North Yorkshire Police and all the academic institutions in York as promoting best practice and representing York's landlords.



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Our office is open on Tuesdays & Thursdays from 9.00 - 5.00
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Tel: 01904 435249

Legal requirements

The Housing Act 2004 introduced amenity standards for kitchens and bathrooms in licensed HMOs.

Amenities	Shared House
Showers/baths/WCs/ Wash hand basins	1/5 persons
Wash hand basins	None
Separate WCs with wash hand basins	See table
Cookers	1 four ringed hob and oven to be provided for 5 sharers
Fridge with freezer space	0.075m ³ or 1 shelf per person
Washing machine	Recommended facility or space for washing machine
Worktops	1.5m x 0.5m for up to 5 sharers, additional 0.5m work surface for each additional user up to 3m x 0.5m
Electrical sockets	4 in addition to those used for major appliances (fridge, microwave, washing machine)
Dry food storage	0.08m ³ or 1 shelf per person (the space in the unit under the sink is not acceptable)

Where a separate toilet is provided the room should contain a wash hand basin with hot and cold running water (or a continuous supply of adequately thermostatically controlled heated water) and an impervious splash back. The wash hand basin should be properly connected to waste drainage.

These standards must be in place to ensure that a proper standard of hygiene can be maintained. Further information on the required amenity standard can be obtained from City of York Council.

Code of practice requirements

The above prescribed standards are a good guideline for Landlords to use when providing facilities for properties which do not need to be licensed.

Each kitchen must be an appropriate size for the number of occupants. It must contain suitable facilities for the storage, preparation and cooking of food.

There must be adequate levels of washing and toileting facilities to enable proper personal hygiene.

Further information is available from City of York Council 01904 554050.

Room sizes

Legal & Code of Practice requirements

- Study-bedrooms must be of an adequate size.
- Student study-bedrooms should be private and never act as a general access route for other residents and/or visitors.
- If the exit route from a bedroom is via a kitchen or living room, an alternative route, approved by City of York Council, must be available.

Recommendations

- The recommended minimum bedroom size is 6.5m², where there is a separate living room which is not a kitchen/dining area. Where there is no separate living room, the recommended minimum bedroom size is 10m².

Fire safety

Legal & Code of Practice requirements

Landlords must carry out a fire-risk assessment of each of their properties to identify any possible dangers and risks. This does not need to be written down but we would strongly recommend that you do so. To help you we have provided a risk assessment sheet which can be down loaded from City of York Council websites: www.york.gov.uk/housing/hmo and www.york.gov.uk/housing/hmo/Landlords_info/factsheets.

A suitable and sufficient fire risk assessment must cover the following areas:

- measures to reduce the risk of fire breaking out or spreading in the house
- means of escape from the premises
- measures for ensuring that the means of escape can be safely and effectively used at all times
- means for fighting fires on the premises
- means for detecting fire and giving warning in case of fire on the premises
- arrangements for action to be taken in the event of a fire, including the information and notices to be given to the students.

Landlords must:

- get rid of or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible fire risk left **see standards on page 36**.
- take other additional measures to make sure there is protection if flammable or explosive materials are used or stored
- create a plan to deal with any emergency and, in most cases, keep a record of your findings
- review your findings when necessary.

What to do:

Step 1 – Identify the hazards within the house

You need to identify:

- sources of ignition such as naked flames, heaters etc
- sources of fuel such as waste
- sources of oxygen.

Step 2 – Identify people at risk

You will need to identify all those people who may be especially at risk such as:

- students and their visitors
- cleaners, contractors.

Step 3 – Evaluate, remove, reduce and protect from risk

Evaluate the level of risk in your premises. You should remove or reduce any fire hazards where possible and reduce any risks you have identified. For example:

- have a no smoking policy
- remove rubbish and belongings from the staircase and hallways
- don't allow bikes and other material to be stored on any part of the exit route from the property.

When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.

The general fire precautions you may need to take can be in the chart found on page 36. In this short guide, it is impossible to give detailed guidance for every type of premises. However, the minimum you should consider will include the following:

- A clear escape route inside the property which leads directly to a place outside the house. This escape route will normally use the landings, internal staircase and corridors, and all bedrooms must lead directly on to this route unless alternative arrangements have been approved by City of York Council.
- Where the normal route into and out of a property involves passing through a kitchen or living room, an alternative route must be kept available.
- Early warning is important and the chart outlines National Guidelines. These fire precautions give a standard which will ensure that there is not a category 1 hazard. More detailed fire safety guidance and risk assessment forms are available on City of York website www.york.gov.uk/housing/hmo.
- A mains linked heat detector with integral battery back up in the kitchen.
- All properties require a fire blanket to BS EN1869:1997. This should be mounted on a wall away from the cooker in the direction of the exit.
- Fire extinguishers are recommended in line with the chart. Where provided they should be maintained and serviced in line with BS 5306.
- All floors of a property should be accessible by a safe staircase. Access by a ladder or unsafe means is not acceptable.

For more detailed guidance see both the North Yorkshire Fire Safety guidance and LACORS fire safety guide which can be downloaded in full from City of York Council website www.york.gov.uk/housing/hmo/Landlords_info.

Step 4 – Record, plan, inform and instruct

In addition to the record sheet you have completed you will need to give information and guidance to the students of the measures you have taken and where appropriate give them brief instructions as to how to use the equipment you have provided.

Step 5 – Review

You should make sure your fire-risk assessment is up to date. You will need to re-examine your fire risk assessment if you suspect it is no longer valid, such as after a near miss and every time there is a significant change to the level of risk in the house. This could include:

- a change in the number of occupants
- an extension to the house
- a change to the layout of the house.

Energy Performance Certificates and Energy Efficiency

The purpose of the EPC is to show prospective tenants the energy performance of the dwelling they are considering renting.

EPCs are valid for ten years and can be reused as many times as required within that period. It is not necessary to commission a new EPC each time there is a change of tenant. However, once a more recent EPC has been produced for a dwelling, it will always supersede an existing one. Thus, where a number of EPCs are obtained for a property within the ten year period only the most recent one is valid.

An EPC is not required for any property that was occupied prior to 1 October 2008 and which continues to be occupied after that date by the same tenant. However, landlords may commission EPCs for these dwellings if they wish.

The EPC shows two things – the Energy Efficiency Rating (relating to running costs) and the Environmental Impact Rating (relating to the carbon dioxide emissions) of a dwelling. Each rating is shown on an A–G rating scale similar to those used for fridges and other electrical appliances.

The rating is accompanied by a recommendation report that shows how to improve the dwelling's energy efficiency. These two elements together form the EPC and the complete document must be provided to a prospective tenant before they are asked to sign a tenancy agreement. There is no statutory requirement to carry out any of the recommended energy efficiency measures stated in the recommendation report.

EPCs must be produced by an accredited assessor, but landlords are free to seek accreditation for themselves and/or their employees and so become competent to certify their own properties.

Further information on EPCs is available on the government web site www.direct.gov.uk/en/HomeAndCommunity/BuyingAndSellingYourHome/Energyperformancecertificates/DG_177137.

Legal & Code of Practice requirements

- The Government introduced Energy Performance Certificates (EPC) for rented accommodation advertised after October 2008. It is a requirement of the Code of Practice for a property to have an Energy Performance Certificate, regardless as to whether the accommodation is let on an individual room basis or to a group of students.
- A copy of the EPC for each property to be advertised must be sent to the Accommodation Office with the advertisement form. The energy rating of the property will be shown on the advert. An explanation of the EPC will also be given on the housing list web site for students' information.

- Landlords must provide an EPC free of charge to prospective tenants at the earliest opportunity and must provide a copy of the EPC to the person who takes up the tenancy.

Code of practice requirements

- There must be a well-insulated hot water tank or instant hot water from a combination boiler or gas multipoint water heater.
- There must be an appropriate space heating system which has been safely and properly installed and maintained and controllable by the occupants.
- Controls must allow separate use and programming of heating and hot water, including a programmer/timer and room thermostat.
- There must be a minimum of 270 mm insulation to loft and eaves.
- There must be effective lagging to any pipe work and water tanks in the roof space and to any central heating and hot water pipe work in unheated spaces.

Recommendation

With the introduction of the Energy Act 2011, landlords should prepare themselves and use their EPC and its information to improve the energy performance standard of their house. From April 2016 landlords will not be able to refuse reasonable requests from tenants or councils acting on behalf of tenants to improve their property.

From April 2018 it will be unlawful to rent out a residential premise that does not reach a minimum energy efficiency standard (the intention is for this to be set at EPC rating E). For more information contact Yorkshire Energy Partnership on 01904 554406.

EPC recommendations are split in to three main areas

- low cost improvements (eg insulating the hot water tank)
- high cost improvements (eg replacment of a boiler)
- advanced measures (eg solar energy panels)

Below shows what each measure can do to the energy performance of a typical house.

Measure	Savings Around (£/year)	Savings Around (kgCO ² /year)	Cost of installation (professional unless otherwise stated)	Payback (years)
Insulation				
Loft Insulation (0-270mm)	£145	730	£250 (£50-£350 DIY)	2 (Less than a year – 3 years DIY)
Cavity Wall Insulation (average)	£110	560	£250	2
Draughtproofing around windows and doors	£25	120	£100 (£100 DIY)	4 (4 years DIY)

Measure	Savings Around (£/year)	Savings Around (kgCO ₂ /year)	Cost of installation (professional unless otherwise stated)	Payback (years)
Heating				
Replacement A Rated Boiler with full set of heating controls (G to A)	Up to £225	1,100	£2,500	
Room Thermostat	£55	280	£150	
Hot Water				
Hot Water Tank Insulation	£35	170	£15 (DIY)	5 months (DIY)
Tank & pipework insulation combined	£45	230	£30	8 months
Microgeneration				
Photovoltaic installation (PV, solar electricity) eligible for the feed in tariff (FIT)	£900	1000	£6,000	8
Solar water heater installation (solar thermal system, solar hot water)	£50 (if house on gas) £80 (if electric water heater system)	250 (if house on gas) 570 (if electric water heater system)	£4,800	

There is no legal obligation to act on these recommendations but you may want to know about The Landlord's Energy Saving Allowance (LESA).

The Landlords Energy Saving Allowance (LESA7) is administered by HM Revenue and Customs (HMRC). It allows private landlords who pay income tax to offset up to £1,500 spending on certain energy efficiency measures per dwelling (not per building) per year. The qualifying measures are loft, cavity, floor or solid wall insulation, draught proofing and hot water system insulation. The scheme has been extended to 2015 and covers all of the UK. More information on the LESA can be found at www.hmrc.gov.uk/pbr2006/pbrn12.htm or by contacting your local HMRC enquiry centre.

Further information on energy savings measures including availability of financial assistance can be obtained from the Energy Advice Centre, 20 George Hudson Street, York, www.4sustainable-energy.co.uk or by telephoning 0800 512012.

4. Complaints and non compliance with the scheme

One of the key aims of this Code is to provide public recognition for landlords who maintain good standards both within their properties and in their management practices.

When the physical and/or management standards of the code are breached, this part of the code provides:

- information, including timescales, for landlords on how to deal with complaints and
- a non-compliance and appeals procedure should the relevant educational institution (the institution) need to investigate.

Complaints

We advise that a student tenant should contact their landlord or agent first, if they have an issue with their home to try and resolve the issue. We would recommend that the student should follow this up in writing, by e-mail or letter.

A landlord receiving a request from their tenant should acknowledge receipt of the request and give an indication to the tenant of the action he/she will take to investigate/resolve the problem, including a reasonable timescale.

Recommended timescales for dealing with disrepairs to their home:

- Less than 4 hours – imminent risk to health and safety eg leaking toilets
- Less than 24 hours – significant disrepair matters eg no hot water or heating
- 7-28 calendar days for minor repairs, depending on the seriousness of the problem.

None of the above should prevent a student from contacting an emergency service where it is appropriate eg If the student smells gas then contact Transco free on 0800 111 999.

In exceptional circumstances, the institution may decide, with the student's consent, to contact the landlord on the student's behalf without the student having first contacted the landlord.

If a student is not satisfied with the action taken by the landlord or if no action is taken by the landlord within a reasonable timescale and the student is unable to resolve the issue with the landlord, the student should contact their institution. Such matters will be dealt with having regard to the non-compliance procedure.

Non-Compliance Procedure

Landlords will be investigated by the educational institution if they consider that there has been non-compliance with the Code for either:

Persistent minor problems

This category covers persistent minor management problems or persistent minor breaches of the physical standards listed above. Examples include but are not limited to:

- failure to repair non-emergency faults within a reasonable time period.

- properties not ready at the start of the tenancy
- failure to replace/redecorate if agreed to do so at commencement of letting
- failure to respond appropriately or promptly to reasonable communications from tenants and/or educational institution.

Serious major problems

This category covers serious management problems or serious breaches of the physical standards. Examples include but are not limited to:

- harassment, assault or illegal eviction
- serious breaches of the physical standards such as failure to deal with or rectify problems within 24 hours where there is imminent risk to health or safety
- failure to comply with statutory legal obligations of a landlord which result in a serious and/or repeated impact on the tenants' rights and/or enjoyment of the property
- misrepresentation of a property as a Code property through false self-declaration when registering with an educational institution or through misrepresentation when marketing to a student.

Where there is a dispute over return of deposit, students and landlords should use the complaints procedure of the Deposit Protection Schemes.

Investigating non-compliance

Step 1 – Receipt of complaint

Following receipt of a complaint from a student, the institution will check that the student has already tried to resolve the issue directly with the landlord before carrying out an investigation. The institution will not carry out an investigation if the student does not give permission for the landlord to be given details of the student's complaint. If a student wishes to have a parent or representative deal with a complaint on their behalf, they must give written authorisation.

Step 2 – Investigation

As part of the investigation process, the landlord will be approached to give their point of view. The landlord will be asked to respond within ten calendar days. The institution will, where appropriate, offer support to the landlord to help them comply with the Code and to resolve the complaint.

A representative of the institution may visit the student home to have a full understanding of the issues being raised.

If, during the investigation, it appears there has been a serious breach of regulations/legislation:

- the relevant council/government department may also be informed and they may act independently
- in serious breaches of management or physical standards whereby a student is deemed to be at risk, the above procedures may be bypassed and any issues of non-compliance addressed after the matter has been resolved
- current property adverts may be suspended pending investigation of a serious breach.

Step 3 – Outcome of investigations

Penalties for minor breaches of the code

Where the institution has investigated the matter and found that there has been minor breaches of the Code, the educational institution may take one or more of the following actions, short of suspension or removal from the Code.

- Issue a warning letter to the landlord.
- Request that the landlord rectify the cause of the complaint within a reasonable time period set by the educational institution.
- Recommend that the landlord reaches an agreement with the tenants to provide reasonable restitution to tenants where appropriate, eg if the tenancy has ended and it is not therefore possible for the landlord to resolve the complaint (*Note, the educational institution does not have the authority to require a landlord to make payment*).
- Reaches an agreement with the landlord that the educational institution monitors management of the property(ies) for a set period of time in the future, through asking for feedback from future tenants/viewing the property(ies).
- In the case of management failings, reaches an agreement about future management practices and sets in place conditions for monitoring through feedback from future tenants/viewing the property(ies).
- Publishes the outcome of the investigation on future adverts/on the educational institution's web site for a specified length of time. This action should only be taken after careful consideration and consultation with senior staff within the educational institution.

There is no appeal against a decision by an educational institution to take action short of suspension/removal from the Code.

Penalties for major breaches of the code

Where the institution is satisfied that there has been a major or persistent non-compliance of the Code, the institution can decide to suspend or remove the property (ies) and landlord from the Code if one or more of the following factors applies:

- a tenant and/or their visitors have been subject to health and/or safety risks caused by the landlord's action or inaction
- lack of reasonable co-operation with the investigation of the complaint (including length of time for response, nature of response, failure to take action within recommended or agreed timescale)
- there is a risk of the Code being brought into disrepute if the landlord/property remains on the Code
- there is a significant risk that there will be future non-compliance of the Code.

A property or landlord will only be permanently removed from the Code in the most serious cases.

Where the institution decides either to suspend or to permanently remove the landlord or the property from the Code, the landlord will be informed in writing within 14 calendar days of a decision being made. All participating institutions will also be informed.

A landlord or property suspended or removed from the scheme will not be advertised by the Accommodation Offices of any of the participating Universities or Colleges.

- Where a property or landlord is suspended from the Code, the length of time of suspension will be no more than two academic year letting periods but may be less
- conditions may be attached at the time of suspension or at the time of re-application
- a landlord needs to apply to be reinstated onto the code after the end of the suspension period.

How to make an appeal

A landlord can appeal and should do so in writing within 28 calendar days of receiving the institution decision.

Grounds for appeal are:

- decision based on incorrect information or without full information/adequate investigation
- decision made is unreasonable or disproportionate
- code procedures not followed during investigation of complaint.

During an appeals process, the property/landlord will remain suspended/removed pending the outcome of the appeal.

Appeals Process

The appeal will be considered by an appeals panel chaired by a senior officer from the relevant institution; a student representative and a landlord from the Code of Practice Committee. The senior officer must not have direct responsibility for accommodation.

The chair considers all the paper correspondence related to the investigation to decide whether there are grounds for an appeal. Copies of the papers are made available to the landlord and student.

If both the student and landlord do not wish to attend a hearing, the chair will decide whether the panel needs to convene or whether a decision can be reached by the panel through consideration of the documents and email/telephone communication with the members of the panel.

The landlord and student are both invited to attend. If either the landlord or the student cannot attend within two months of receiving the appeal then the hearing will take place in the absence of that party. If the student and/or the landlord do not wish to attend, the hearing will take place in the absence of that party.

No legal representatives will be allowed for the landlord, student or institution. Each party is entitled to be accompanied or represented by a lay person.

The Panel will make a decision within two months of receiving the full paperwork for the appeal and will advise the landlord in writing within ten calendar days of making their decision.

The panel can decide to set conditions on the property/landlord remaining on the code or conditions on returning to the code in the case of a suspension.

There is no appeal against the decision of the panel.

Note

That the council may investigate complaints received from a student and where formal notices

have been served or legal proceedings have been successful then these will be shared with the relevant educational institution.

The Code encourages cooperation and communication between students and landlords but the above complaints process does not prevent a student from taking other action outside the code.

Problems with student behaviour

1. Problems that cannot be resolved by landlords within a reasonable timescale can be brought to the attention of the relevant educational institution.
2. The Accommodation Officer will investigate the problem and decide on the most appropriate course of action.
3. The tenants will be reminded of their obligations under the Code of Best Practice and the possible legal consequences under the Tenancy Agreement or Environmental Protection Unit (for noise nuisance) where appropriate.

Annual review

The Code Committee will carry out an annual review of the Code of Best Practice. The review will take into consideration policies and processes adopted by other accreditation schemes for private rented accommodation in order to ensure that best practice is maintained. Any changes introduced to the Code will normally apply to tenancies for the following academic year.



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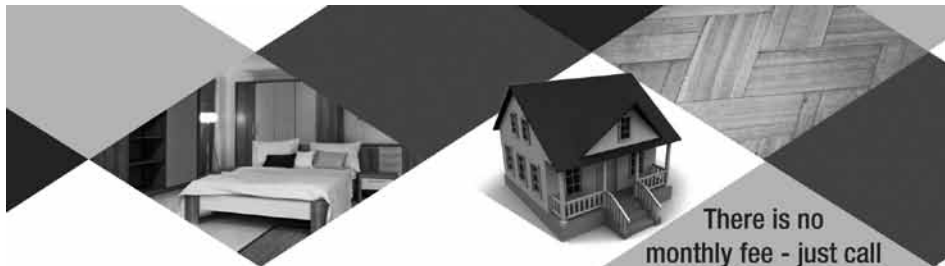
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Appendices

Additional useful information and contact numbers

1) The University of York and York St John University have the following campaigns which aim to reduce any disturbance that local residents are subjected to:

The University of York SSHH (Silent Students Happy Homes) contact numbers are:

Day Disturbance Hotline: (09.00-17.00) (01904 323724)

At other times University Security Centre: (01904 324444)

Email: disturbance@yusu.org

York St John University SSHH (Silent Students Happy Homes) contact numbers are:

Daytime: 01904-876888

Evening College Security: 01904 876444

2) For more information about the Housing Act 2004 contact:

01904 554050 or email housing.standards@york.gov.uk or visit the council website www.york.gov.uk

3) For more information about SAP ratings or energy efficiency advice contact:

0800 512 012 or visit the website: www.4sustainable-energy.co.uk

4) For information about problems which affect your street including graffiti, rubbish and litter please contact: York Customer Contact Centre on 01904 551551 or visit: www.york.gov.uk/doitonline

What are Tenancy Deposit Schemes?

There are two types of tenancy deposit protection scheme available for landlords and letting agents: insurance-based schemes and custodial schemes. All properties let on an Assured Shorthold Tenancy must register with a deposit scheme. Please note: recent government legislation has changed the rent limit for Assured Shorthold Tenancies to £100,000 per year. Properties with rent levels up to this limit must all register with their deposits with a scheme.

All schemes provide a free dispute resolution service. The schemes allow tenants to get all or part of their deposit back when they are entitled to it and encourage tenants and landlords to make a clear agreement from the start on the condition of the property.

The schemes:

- allow tenants to get all or part of their deposit back when they are entitled to it
- make any disputes easier to resolve
- encourage tenants and landlords to make a clear agreement from the start on the condition of the property.

All schemes provide a free dispute resolution service.

Insurance-based schemes

- the tenant pays the deposit to the landlord
- the landlord retains the deposit and pays a premium to the insurer - the key difference to the custodial scheme.

Within 14 days of receiving a deposit

The landlord or agent must give the tenant the details about how their deposit is protected including:

- the contact details of the tenancy deposit scheme selected
- the landlord or agent's contact details
- how to apply for the release of the deposit
- information explaining the purpose of the deposit
- what to do if there is a dispute about the deposit.

At the end of the tenancy:

- if an agreement is reached about how the deposit should be divided, the landlord or agent returns all or some of the deposit
- if there is a dispute, the landlord must hand over the disputed amount to the scheme for safekeeping until the dispute is resolved
- if for any reason the landlord fails to comply, the insurance arrangements will ensure the return of the deposit to the tenant if they are entitled to it.

Custodial schemes

- the tenant pays the deposit to the landlord or agent
- the landlord or agent then pays the deposit into the scheme.

Within 14 days of receiving a deposit

The landlord or agent must give the tenant the details about how their deposit is protected including:

- the contact details of the tenancy deposit scheme selected
- the landlord or agent's contact details
- how to apply for the release of the deposit
- information explaining the purpose of the deposit
- what to do if there is a dispute about the deposit.

At the end of the tenancy:

- if an agreement is reached about how the deposit should be divided, the scheme will return the deposit, divided in the way agreed by both parties
- if there is a dispute, the scheme will hold the deposit until the dispute resolution service or courts decide what is fair.

The interest accrued by deposits in the scheme will be used to pay for the running of the scheme and any surplus will be used to offer interest to the tenant or landlord if the tenant isn't entitled to it.

Scheme providers

The Deposit Protection Service (The DPS)

The DPS is the only custodial deposit protection scheme, is free to use and open to all Landlords and Letting Agents. The service is funded entirely from the interest earned from deposits held. Landlords and Letting Agents are able to register and make transactions online. Paper forms are also available should internet access be an issue. The scheme is supported by a dedicated call centre and an independent dispute resolution service.

For more information, visit the website www.depositprotection.com, telephone 0844 4727 000 or email enquiries@depositprotection.com.

MyDeposits – (the trading name of Tenancy Deposit Solutions Ltd)

MyDeposits is a partnership between the National Landlords Association and Hamilton Fraser Insurance. This insurance-based tenancy deposit protection scheme enables landlords, either directly or through agents, to hold deposits. Letting agents can also join the scheme.

For more information, visit the website www.mydeposits.co.uk, telephone 0844 980 0290 or email customerservices@mydeposits.co.uk.

The Tenancy Deposit Scheme (TDS)

TDS is an insurance-backed deposit protection and dispute resolution scheme run by The Dispute Service that builds on a scheme established in 2003 to provide dispute resolution and complaints handling for the lettings industry. The new scheme enables letting agents and landlords to hold deposits.

For more information, visit the website www.thedisputeservice.co.uk, telephone 0845 226 7837 or email deposits@tds.gb.com.

When is an Electrician competent?

This is for the purposes of checking whether the *Domestic Electrical Installation Periodic Inspection Reports*, submitted for the purposes of Registration and Licensing, have been completed by a competent electrician.

The Electrician will be classed as a competent person if:

1. They are a member of a recognised electrical institution, such as:

NICEIC - The electrician will be called an Approved Contractor

ECA - The electrician will be called a Registered Member

NAPIT - The electrician will be called an Approved Electrical Inspector.

2. Under Approved Document P of the Building Regulations 2000, they are a member of a 'Competent Persons Self-Certification Scheme', covering electrical installation work in dwellings, such as:

BRE Certification Limited

This scheme, operated with the support of the Electrical Contractors Association and the Institution of Electrical Engineers, is primarily designed for those whose main business is electrical contracting and those who wish to be able to self-certify all types of electrical work in dwellings. For more information on this scheme see: www.partp.co.uk.

British Standards Institution

This scheme, which will be known as the Kitemark Scheme for electrical installation work, is primarily designed for those whose main business is electrical contracting and those who wish to be able to self-certify all types of electrical work in dwellings. For more information on this scheme see: www.bsigroup.com/en/ProductServices/About-Kitemark.

ELECSA Limited

This scheme, operated with the support of the British Board of Agreement, is primarily designed for those whose main business is electrical contracting and those who wish to be able to self-certify all types of electrical work in dwellings. For more information on this scheme see: www.elecsa.org.uk.

NAPIT Certification Limited

This scheme is designed primarily for those whose main business is electrical contracting and will allow its members to self-certify all types of electrical installation work in dwellings. For more information on this scheme see: www.napit.org.uk.

NICEIC Certification Services Limited

This scheme, which is known as the Domestic Installer Scheme, is designed for those who wish to be able to self-certify all types of electrical work in dwellings either as an electrical contractor or as part of an ancillary trade activity. For more information on this scheme see: www.niceic.com.

TYPICAL FIRE SAFETY PRECAUTIONS REQUIRED IN LINE WITH THE LACORS NATIONAL FIRE SAFETY GUIDANCE

This table should be read in conjunction with the full guidance which can be downloaded from www.york.gov.uk/housing/hmo/Landlords_info/northyorksfireguide.

Number of floors	Up to 2 Storeys		3 or more storeys
No. of occupants	Resident landlord with up to 2 lodgers	Up to 6 persons sharing	Up to 6 persons sharing HMO Licence required
Fire detection	Mains interlinked smoke detectors with integral battery back up on each floor level BS 5839 Part 6 grade D system.	Mains interlinked smoke detectors with integral battery back up on each floor level and to the living room interlinked with a heat detector to the kitchen with integral back up BS 5839 Part 6 grade D system.	Mains interlinked smoke detectors with integral battery back up on each floor level and to the living room interlinked with a heat detector to the kitchen with integral back up BS 5839 Part 6 grade D system.

Number of floors	Up to 2 Storeys		3 or more storeys
No. of occupants	Resident landlord with up to 2 lodgers	Up to 6 persons sharing	Up to 6 persons sharing HMO Licence required
Structural protection	Sound, well constructed and close fitting doors to all rooms off the hall and landing .	Sound, well constructed and close fitting doors to all rooms off the hall and landing. The stairs should lead directly to a final exit without passing through a risk room. Final exit door must allow easy and immediate exit, eg a thumb turn lock.	Sound well constructed and close fitting doors to all rooms off the hall and landing. ⁽¹⁾ The stairs should lead directly to a final exit without passing through a risk room. Final exit door must allow easy and immediate exit, eg a thumb turn lock.
Fire extinguishers	Recommended 1 x13A fire extinguisher to each floor (not dry powder) ⁽²⁾		
Fire blanket	1 x fire blanket to the shared kitchen to comply with BS EN 1869		
Surfaces			Class 1 ⁽³⁾
Emergency lighting	An emergency lighting system should be provided to the protected escape route to comply with BS 5266 Part 1 where the route is long, complex or lacking effective borrowed light. (Generally this is not considered necessary eg where there are no communal stairways or other shared facilities above the first floor level).		

If more than six persons in a two storey property or the property is three storey or more with seven persons or more then please contact the City of York Council.

Footnotes

1) When carrying out a full refurbishment or upgrade of the property the following standard should be considered. A protected escape route should be provided ie half hour fire resistant doors to all rooms leading onto a means of escape (with the exception of bathrooms/wc), including fire doorsets to British Standard 8214 (where detection is not within bedrooms, smoke seals should not be fitted to fire doors). Higher risk sources shall also be protected by 30 minutes protection (for example electric meters in the escape route, understairs cupboards).

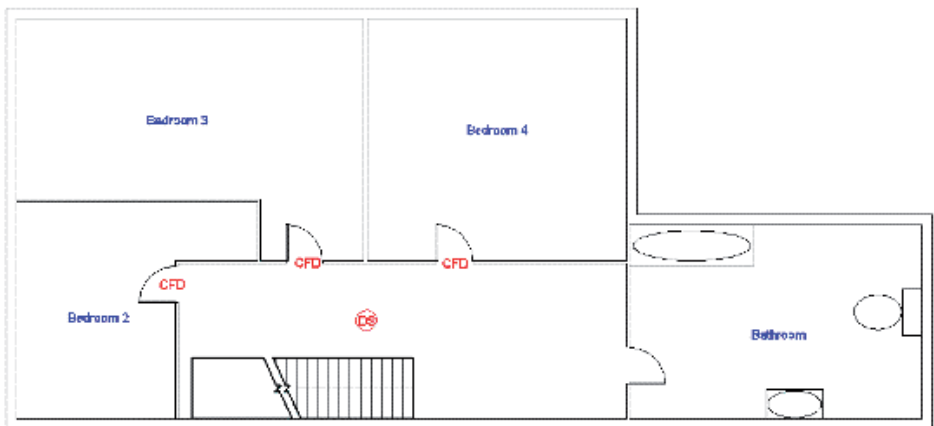
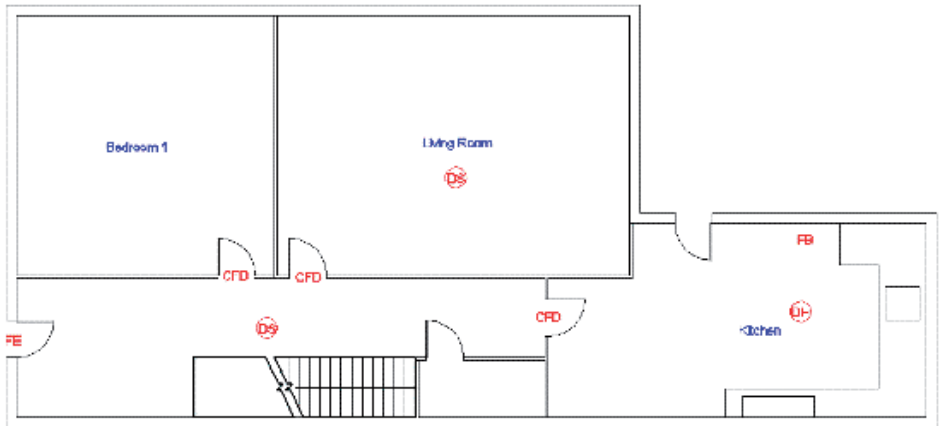
There should be an easy and immediate exit from the building at all times (eg A Yale type lock or thumb turn Euro type lock on the final exit door).

2) Extinguishers shall be installed and maintained in accordance with the latest European/British Standard. All fire extinguishers should be serviced annually by a competent person.

3) Class 1 as defined in BS476, Part 1 Examples brick, wood, block wood, concrete, plasterboard, ceramic tiles, plaster finishes including rendering on wood or metal.

Typical layout of student property sharing fire precautions.

EXAMPLE: TWO STOREY SHARED HOUSE UP TO SIX OCCUPIERS



Key CFD ~ Close Fitting Door, DS ~ Detector 'Smoke', DH ~ Detector 'Heat' FB ~ 'Fire Blanket' FE ~ 'Final Exit'

Contact addresses and numbers

Organisation	Tel/email	Fax
University of York Accommodation Services Information Centre Market Square Heslington York YO10 5NH www.york.ac.uk/accommodation	01904 322165 accommodation@york.ac.uk	01904 324030
York St John University Student Advice Team Lord Mayors Walk York YO31 7EX http://w3.yorks.j.ac.uk/sat-1/student-advice-team.aspx	01904 876660	01904 876409
Accommodation Office College of Law Bishopthorpe Road York YO23 26A www.college-of-law.co.uk/york	01483 216678	01904 636081
Accommodation Office Askham Bryan College Askham Bryan York YO23 3FR www.askham-bryan.ac.uk	01904 772277/772271	01904 772288
City of York Council Housing Standards and Adaptations PO Box 402 Customer Advice Centre George Hudson Street York YO1 6ZE www.york.gov.uk/housing	01904 551550	01904 553560
Safer York Partnership York Centre for Safer Communities Lower Friargate York YO1 9SL www.saferyork.org.uk	01904 669069	01904 669054
Gas Safe Register PO Box 6804 Basingstoke RG24 4NB www.gassaferegister.co.uk	0800 408 5500 enquiries@gassaferegister.co.uk	
Energy Savings Trust Advice Centre (managed by Sustainability4Yorkshire) 20 George Hudson Street York YO1 6WR www.energysavingtrust.org.uk www.4sustainable-energy.co.uk	0800 512012 advice@est-nyh.org.uk	
Health and Safety Executive Marshalls Mills Marshall Street Leeds LS11 9YJ	0113 283 4200	0113 283 4296
Housing Ombudsman Service 81 Aldwych London WC2R 4HN www.housing-ombudsman.org.uk	0300 111 3000 info@housing-ombudsman.org.uk	020 78311942

TRANSCO (Gas Emergencies) www.nationalgrid.com/uk/Gas/Safety	0800 111999	
LACORS Local Authorities Coordinators of Regulatory Services www.lacors.gov.uk/lacors/Home.aspx	020 7664 3000	020 7664 3030
York Residential Landlords Association (York RLA) Sinclair House Main Street Heslington York YO10 5EB www.yorkrla.co.uk	07050 367504	01904 427429
	info@lacors.gov.uk	
	info@yorkrla.co.uk	

TERM DATES

University of York

2012/13

Autumn Term: 08 October 2012 – 14 December 2012

Spring Term: 07 January 2013 – 15 March 2013

Summer Term: 22 April 2013 – 28 June 2013 University residence agreements for undergraduate students: some end on 29 June 2013, most end on 06 July 2013

www.york.ac.uk/about/term-dates

York St John University

Term dates vary, however the University recommends that tenancies for York St John students start from the beginning of August and are no longer than 50 weeks in duration.

For other educational institution's term dates, please contact the educational institution.



The College of Law
of England and Wales



York St John
University



THE UNIVERSITY of York

The information in this booklet is correct at the time of going to press. It is issued for guidance to landlords, students and others.

The universities and colleges are unable to accept liability for properties advertised under the Code as they are unable to inspect them. Where it is reported that a property does not comply with the Code then an investigation will be carried out (see page 27, non-compliance with code).