



ACCREDITATION STANDARDS

Property and management standards forming the conditions
of the Runnymede Accreditation Scheme



Supported by



**Surrey
Fire & Rescue**



**SURREY
POLICE**

A Note for landlords

These standards should be read in conjunction with the Guidance Booklet. In order to achieve Accreditation of your property, you will need to provide information, evidence or declarations that you comply with all of these standards.

Many of these standards reflect the minimum legal requirements. You may find that you already fulfil many of these standards or the required stipulations are included in your tenancy agreement. This will mean that achieving Accreditation could be very straightforward.

What is an HMO?

“HMO” means a House in Multiple Occupation as defined by sections 254 to 259 of the Housing Act 2004 and it applies to a wide range of housing types. A building or a part of a building constitutes an HMO if:

- a building or a part of a building, consists of one or more units of living accommodation not consisting of a self-contained flat or flats;
- the living accommodation is occupied by persons who do not form a single household - *Households are defined as comprising families (including foster children, children being cared for) and current domestic employees, single persons or co-habiting couples (whether or not of the opposite sex).*
- two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or more basic amenities;
- The building is converted into self-contained flats and more than one third of the flats are tenanted and the conversion does not comply with Building Regulations 1991 or subsequent Building Regulations.
- In order to be an HMO the property must be used as the tenants’ only or main residence and it should be used solely or mainly to house tenants. Properties let to students undertaking a full time course of further or higher education and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

Note for tenants

If you are renting accommodation which has been Accredited (or where Accreditation has been applied for) your landlord should have issued you with a copy of these standards. If you believe these standards are not met, you should in the first instance, raise this with your landlord. If not resolved then you should report the matter to

Runnymede Borough Council
Private Sector Housing Team
Housing & Community Services
Runnymede Civic Centre, Station Rd,
Addlestone, Surrey KT15 2AH
Tel: 01932 425886

housing@runnymede.gov.uk (quoting ‘Accreditation Scheme’)

Landlords will, at the beginning of tenancies:

1. Issue written tenancy agreements that provide the tenant(s) detailed information on landlord and tenant responsibilities including written information to the tenants that sets out the rent and what the rent covers, dates for payment and who is responsible for payment of all utilities;
2. Hold any deposit required from the tenants in an account ready to be returned at the end of the tenancy subject to reasonable retention.
The Housing Act 2004 requires landlords who wish to take a monetary deposit to safeguard it under a tenancy deposit scheme. This applies to all new deposits taken in connection with assured shorthold tenancies. This requirement came into force in April 2007 and further information is available from the Department for Communities and Local Government website which contains useful information.
3. Complete an accurate written inventory that is agreed and signed by the landlord and the tenants detailing the condition and contents of each room in the property. Landlords will ensure that provision is made for a check-in and check-out inventory and a schedule of condition;
4. Issue the Tenant Code of Practice (provided in the pack) to all tenants and obtain a signature from them as a record that they have read and agreed to the terms and conditions;
5. Issue a copy of these standards to all tenants;
6. Issue written information to the tenants on the following:-
 - the name, address and telephone number of the person responsible for managing the property and the name of the person responsible for maintenance of the property (if different);
 - the fire alarm system and procedure to follow in the event of a fire, ensuring that the tenant knows what his/her actions should be in the event of a fire;
 - refuse collection days and the correct storage and disposal of household waste;
 - recycling collection days, recyclables collected, and provide the recycling hotline number in the event of any queries;
 - the characteristics of the neighbourhood and advice on any on-going problems that are of relevance;
 - the operation of all major appliances in the property such as central heating systems and cookers;
 - The available arrangements for car-parking including a recommended total number of cars that can be reasonably kept at the accommodation.

Landlords will ensure the property:

7. Is maintained in a reasonable condition with an adequate layout, free from disrepair, safe and secure and with adequate heating, lighting and ventilation (further explanation is provided in the Accreditation Guidance Booklet);
8. Has a kitchen which meets the minimum floor area of 7m² for up to 6 persons with 2.5m² per additional user in the ratio of one set of kitchen facilities for every 5 people with adequate facilities (further explanation and guidance is provided in the Accreditation Guidance Booklet);
9. Has bedrooms which meet the minimum space standards as set out below:

Min Floor area of bedroom	Max. Number of Persons
6.50m ² (70sq.ft) to 8.36m ² (90sq.ft)	1 person
10.22m ² (110sq.ft) to 14.86m ² (160sq.ft)	2 persons

10. Has adequate bathroom facilities (w.c., wash hand basin with hot and cold running water, bath or shower with hot and cold running water) in the ratio of one set of bathroom facilities for every 5 people in non-licensable HMO's (further explanation and guidance is provided in the Accreditation Guidance Booklet);
11. Has adequate fire safety precautions and equipment which are checked and maintained and recorded as such in Accreditation Log Book (further explanation is contained in the Accreditation Guidance Booklet and the Log Book itself).

Landlords will, throughout the course of the tenancy,:

12. Ensure that all gas fittings and flues are maintained in a safe condition, including the completion of an annual servicing and safety check by a Gas Safe registered contractor which should be recorded in the Accreditation Log Book (further explanation and guidance is provided in the Accreditation Guidance Booklet);
13. Ensure that all electrical installations and appliances supplied are maintained in a safe condition including the completion of a full electrical installation safety check at least once every five years and regular checks of appliances by a competent person, both of which should be recorded in the Accreditation Log Book (further explanation and guidance is provided in the Accreditation Guidance Booklet);
14. Ensure that any front garden or frontage of the property is well kept and boundary fences or walls are maintained in a good state of repair; Also trees & hedges which obstruct the footpath or obscure the light from street lights should be cut back and kept to a manageable level;
15. Ensure that the refuse area is maintained in a clean and tidy state and that at least one 240 litre capacity wheeled bin is provided in the ratio of one per five people;
16. Ensure that all furniture and furnishings provided meets the Furniture & Furnishings (Fire Safety) Regulations (further explanation is provided in the Accreditation Guidance Booklet);
17. Give a minimum of 24 hours notice to the tenants of any intended inspection or viewing of the property (except in a genuine emergency when no notice need be given);

18. Display at all times and in a prominent place, a notice showing

- the name, address and telephone number of the person responsible for the management of the house;
- the Tenant Code of Practice;
- the Accreditation Standards; and
- ensure that it remains displayed.

19. Manage the tenancy and property in a professional, courteous and diligent matter at all times, including:

- (i) Replying to all requests from tenants regarding disrepair promptly and keep a record of all such requests;
- (ii) Regularly monitor the state of the property including the state of hygiene and cleanliness and make suitable arrangements to address any deficiencies;
- (iii) Maintain a basic up to date knowledge of landlord and tenancy legislation;
- (iv) Be an up to date member of a professional Landlord Association and comply with any professional codes of membership. Accommodation Agencies managing property should be up to date members of a professional association of accommodation and letting agents and should comply with any professional codes of membership;
- (v) Ensure that receipts for all rent and other payments are issued to tenants containing details of the payment and the date.

20. Before withholding any part or all of the deposit, write to the tenants with a clear explanation of why the deposit has been retained and itemised calculations of any deduction.