



HMO MANAGEMENT REGULATIONS

These regulations apply to all houses in multiple occupation (HMO's). They impose duties on managers (with some requirements on occupiers) to ensure that good conditions are maintained. This document is adapted from The Management of Houses in Multiple Occupation (England) Regulations 2006.

Landlords who manage Houses in Multiple Occupancy (HMO's) need to ensure that they manage their HMO's in accordance with regulations. It may be an offence to not do so and may prejudice a landlord's fitness to be an HMO licence holder.

Duty of Manager to provide information to tenants

The manager must ensure that his name, address and any telephone contact number are made available to each household in the HMO and that these details are clearly displayed in a prominent position in the HMO.

Duty of Manager to take safety measures

The manager must:

- Ensure that all means of escape from fire in the HMO are kept free from obstruction and maintained in good order and repair.
- Ensure that any fire fighting equipment and fire alarms are maintained in good working order.
- Ensure that where there are 5 or more occupants, that all notices indicating the location of means of escape from fire are displayed in positions within the HMO that enable them to be clearly visible to the occupiers.
- Take all measures as are reasonably required to protect the occupiers of the HMO from injury having regard to the design, structural conditions and number of occupiers.
- Take measures in relation to any roof or balcony that is unsafe, to either ensure that it is made safe or prevent access to it for so long as it remains unsafe, and in relation to any window sill which is at or near floor level, ensure that bars or other safeguards are provided to protect the occupiers from accidents.

Duty of manager to maintain water supply and drainage

1. The manager must ensure that the water supply and drainage system serving the HMO is maintained in good, clean and working condition and in particular he must ensure that:

- any tank, cistern or similar receptacle used for the storage of water for drinking or other domestic purposes is kept in a good, clean and working condition, with a cover kept over it to keep the water in a clean and proper condition; and
- any water fitting which is liable to damage by frost is protected from frost damage.

2. The manager must not unreasonably cause or permit the water or drainage supply that is used by any occupier at the HMO to be interrupted.

Duty of manager to supply and maintain gas and electricity

Managers must:

- Provide within 7 days of request, the latest gas appliance test certificate for the HMO to the local authority.
- Ensure that every fixed electrical installation is inspected and tested at intervals not exceeding 5 years by a person qualified to undertake such inspection and testing, AND obtain a certificate from the person conducting the test, specifying the results of the test AND supply that certificate to the local authority within 7 days of receiving a request.
- Not unreasonably cause the gas or electricity supply that is used by any occupier within the HMO to be interrupted.

Duty of manager to maintain common parts, fixtures, fittings and appliances

1. Managers must ensure that all common parts of the HMO are maintained in good repair, in a safe and working condition, in good and clean decorative order where appropriate, and kept reasonably free from obstruction. This includes:

- water, gas and electricity supplies
- drainage facilities
- appliances such as cookers, heaters, washing machines
- shared lighting and heating facilities, including hot water supplies
- shared toilets, baths, sinks and basins
- shared cooking, food storage and other installations
- staircases, handrails, halls, passages and landings, including floor coverings
- windows and other means of ventilation
- outbuildings, paths, boundary walls, fences, railings, yards and garden areas

2. The manager must ensure that:

- the common parts are fitted with adequate light fittings that are available for use at all times by every occupier of the HMO; and
- if any part of the HMO is not in use, including any passage and staircase directly giving access to it, is kept reasonably clean and free from refuse and litter.

Duty of manager to maintain living accommodation

1. The manager must ensure that each unit of living accommodation within the HMO and any furniture supplied with it are in clean condition at the beginning of a person's occupation of it.
2. The manager must ensure, in relation to each part of the HMO that is used as living accommodation, that
 - the internal structure is maintained in good repair;
 - any fixtures, fittings or appliances within the part are maintained in good repair and in clean working order; and
 - every window and other means of ventilation are kept in good repair.

Duty to provide waste disposal facilities

Managers must provide enough bins for refuse disposal, ensure that rubbish does not accumulate, and make arrangements for the disposal of refuse and litter having regard to any service provided by the Council.

Duties of occupiers of HMOs

Tenants must:

- conduct themselves in a way that will not hinder or frustrate the manager in the performance of his duties;
- take reasonable care to avoid damage and disrepair;
- cooperate in a reasonable way with the manager, and provide information to allow him/her to carry out their duties;
- allow the manager to access their living accommodation, at all reasonable times, for any purpose connected with the carrying out of duties imposed on him by these Regulations;
- provide the manager, at his request, with any such information as he may reasonably require for the purpose of carrying out any such duty;
- comply with any reasonable arrangements or instructions made by they manager regarding means of escape from fire and the storage or disposal of refuse.

A person who fails to comply with these Regulations commits an offence under section 234(3) of the Housing Act 2004, punishable on summary conviction with a fine not exceeding £5000