

Landlord Accreditation Audit

Name		Premises Inspected	1	S U	2	S U
Address			3	S U	4	S U

	Y	N	
Landlord Contact Details Provided along with the following information in a Tenant pack to be kept in the property	Y	N	Comments
Proactive inspection and maintenance – Good Standard of accommodation. Three monthly - scheduled	Y	N	Comments
Arrangements for Reporting Repairs and Emergencies including cover for Holidays	Y	N	Comments
Property Insurance	Y	N	Comments
Gas Safety Certification CORGI Contractor, Scheduling, Recording	Y	N	Comments
Tenancies Written Contracts, clear & understandable	Y	N	Comments
Inventories itemized, Detail Condition, Agreed with tenant	Y	N	Comments
Handling of deposit Receipt give, warning it may be retained. Written notification to be given if deposit retained	Y	N	Comments
Access to property	Y	N	Comments
Knowledge of correct eviction procedure and harassment	Y	N	Comments
Fire Precautions - Battery operated smoke detector and fire blanket in the kitchen HMO's - Contractor, Scheduling, Recording	Y	N	Comments
Completed qualifying criteria declaration and Landlords self-certification for each Property All property rented must be declared – failure to do so will result in withdrawal of Accreditation	Y	N	Comments

GOOD PRACTICE FOR PRIVATE LANDLORDS

The private rented housing sector in Swindon plays a vital role in meeting local housing needs. The Council recognises the importance of private landlords in providing increased choice and affordable accommodation to many of its residents and this guide is designed to give basic, practical advice and information in a clear and concise way.

The Accreditation Guide

The guide has been drawn up for the benefit both of existing landlords and those who are considering letting a property. It aims to cover some of the most important issues you need to consider and tells you who to talk to if you need more advice.

The Guide can be downloaded by following this link

http://www.swindon.gov.uk/landlords_guidance_pack-4.pdf

The aims of Accreditation are to:

- ❖ Educate landlords about their rights and their responsibilities to tenants.
- ❖ Encourage a professional and business-like approach to renting.
- ❖ Improve the safety and comfort of rented property throughout the district.
- ❖ Keep landlords informed about changes in housing legislation.
- ❖ Increase the availability of good quality, affordable rented property in the district.