

Statutory conditions in Schedule 4 Housing Act 2004

1. If gas is supplied to the licensed premises the Licence Holder must produce annually to Manchester City Council (the Council) for their inspection, a gas safety certificate obtained in respect of the house named on the licence within the last 12 months.
2.
 - a) The Licence Holder must keep electrical appliances and furniture supplied by him in a safe condition
 - b) The Licence Holder must supply to Council, on demand, with a declaration by him as to the safety of such appliances and furniture.
3.
 - a) The Licence Holder must ensure that smoke alarms are installed in the house and must keep them in a proper working order.
 - b) The Licence Holder must supply the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.
4. The Licence Holder must supply to the tenant/occupiers of the house a written statement of the terms on which they occupy it.

See below for **General conditions**

General Conditions Applicable to all Mandatory HMO Licences

1. The Licence Holder must inform the Council in writing of any changes in their address and contact details.
2. The Licence Holder must inform the Council in writing within 14 days of any relevant criminal convictions, findings of unlawful discrimination in connection with the running of a business, contraventions of housing law and or landlord and tenant law, including County Court judgements, which may affect their status, or any associated person's status, as a fit and proper person.
3. The Licence Holder must inform the Council in writing within 14 days, of any change of managing agent or other associated persons, with access to the licensed premises and provide the Council with a Disclosure Scotland Certificate for such person/s. No such person shall have any dealings that involve direct access with the licensed premises until such time as his/her fit and proper status has been determined by the Council.
4. The Licence Holder must (if applying as a company/partnership etc) inform the Council in writing within 14 days of any changes affecting the company/partnership status, i.e. Bankruptcy, changes in Directors, Partners or Company Secretaries.
5. The Licence Holder must inform the Council of any sale of licensed premises
6. The Licence Holder must display the licence or a copy of the licence inside the licensed premises in a prominent position within a communal area throughout the period of the licence.
7. The Licence Holder must ensure that the licensed premises comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 SI 372 (Management Regulations) and continue to do so throughout the period of the licence
8. The Licence Holder must comply with the Council's Standards for Houses in Multiple Occupation and associated guidance throughout the period of the licence unless otherwise specified in the licence, and must maintain those standards throughout the period of the licence.
9. The Licence Holder must ensure that all fire precautions comply with the Council's Specification for Fire Precautions and Means of Escape in HMO's, and are kept in good working order throughout the period of the licence.

10. The Licence Holder must supply to the Council an original of the following documents:
 - Fire detection equipment inspection and servicing certificate annually
 - Fire fighting equipment (extinguishers, blankets etc), inspection and servicing certificate annually
 - Gas Safety Inspection certificate annually (if Gas is supplied to the HMO)
 - Electrical installations inspection certificate on demand
 - P.A.T. test certificate on demand
11. Certificates supplied annually must be produced on a date specified by the Council.
12. The Licence Holder must obtain the appropriate building regulations approval and or planning consent when carrying out works to the licensed premises. Evidence of such must be produced to the Council within 30 days of a written request to do so.
13. When necessary, the Licence Holder must provide suitable alternative accommodation for tenants/occupiers when carrying out major works to the licensed premises for the period during which the works are being undertaken
14. The Licence Holder must provide any prospective tenant/occupier with any relevant information explaining how to use the equipment provided by the Licence Holder for use in the licensed premises.
15. The Licence Holder must ensure that the exterior of the property is maintained in good decorative order and that all materials requiring paint (i.e. wood, cast iron etc) are kept in a clean and painted condition.
16. The Licence Holder must take all reasonable steps to arrange full access to the whole of the licensed premises for the purposes of a compliance inspection by Manchester City Council within 14 days of a written request to do so. Tenants/occupiers of the licensed premises must be given a minimum of 24 hours notice of the need for inspection by the Licence Holder or his representative and officers from the Council.
17. The Licence Holder must remove any 'To Let' advertising hoardings or signs of any kind advertising the availability of accommodation, within 30 days of the last tenancy agreement being signed that result in the maximum occupation of the licensed premises.
18. The Licence Holder must ensure that a tenant/occupier is made aware of the arrangements for the collection of refuse and bulky goods and that the tenant /occupier is requested to return the refuse containers within the boundary of the property on the day of collection.
19. The Licence Holder must not discriminate against a tenant/occupier on the grounds of sex, colour, race, ethnic or national origins, disability, sexual orientation, gender or religion.

20. The Licence Holder must ensure that any tenancy agreement used is written in plain English and must provide the Council with a copy within 30 days of a request to do so.
21. The Licence Holder must undertake reasonable steps to resolve complaints of nuisance and/or anti social behavior perpetrated by his or her tenant/occupier or visitor to the licensed premises.
22. The Licence Holder must take reasonable steps to obtain references as to the character and behaviour of a prospective tenant/occupier from previous landlords and/or persons of standing in the community
23. The Licence Holder must act lawfully in requesting any advanced payments and in handling rents.
24. Where the Licence Holder demands a deposit he/she must provide the tenant/occupier with a statement of the terms of the tenancy deposit including:
 - Details of the deposit required
 - Details of what the deposit covers together with a written, agreed inventory signed by the tenants/occupiers
 - Details of the arrangements and timescales for the return of the deposit.

N.B. If a Licence Holder is prosecuted for a breach of the Management Regulations this may also affect his/her status as a fit and proper person to hold the licence and the Council may revoke that licence.
