



MANCHESTER
CITY COUNCIL

Private Rented Sector Housing Compliance and Enforcement

Information for landlords operating within Manchester



Working together to improve the Private Rented Sector

Prior to letting, you need to make sure that:

- Your property is safe and free from all health hazards
- You have an Energy Performance Certificate (EPC) issued in the past ten years. The EPC rating must be E or above
- You have a valid Gas Safe Certificate issued in the past 12 months (if you have gas appliances)
- You provide a gas safety certificate for your tenant at the start of the tenancy and upon each annual gas safety check
- You have a smoke detector installed on every floor and a carbon monoxide alarm in a room containing a solid fuel-burning appliance. Please note that for HMOs, additional fire detection will be required
- The electrical wiring and any electrical appliances provide are safe and in working order
- The electrical installations are inspected and tested by a person who is qualified and competent, at least every five years. You need to give a copy of the electrical safety report to your tenant and if requested to the Council. For all existing tenancies this comes into force on 1 April 2021
- If letting with an existing owner-occupier mortgage, you seek consent from your mortgage lender and insurance provider.



If your property is a HMO, you will need to meet additional standards and regulations.

For information on waste, including recycling, and when your bins are emptied, visit: manchester.gov.uk/recycling



Pre-tenancy – you should:

- Check the prospective tenant has a right to rent – check their immigration status
- Ensure the tenant's deposit is protected in a Government-approved scheme and provide written information
- Provide your tenant with a copy of the 'How to rent guide'
- Obtain references for the prospective tenants
- Ensure adequate rubbish and recycling bins are in place to enable tenants to separate and dispose of their rubbish and recycling responsibly. Include waste management responsibilities within the tenancy agreement

- Provide tenants with written information about their rubbish and recycling services
- Provide tenants with alley-gate keys (where alley-gates are installed)
- Ensure all rubbish is removed from inside and outside of the property.

During tenancy – you should:

- Carry out regular checks to ensure the property is free from disrepair and there are no hazards. If there is disrepair, this will need to be addressed as soon as possible
- Ensure that safety certificates are kept up to date
- Check the exterior (including gardens) is kept free from rubbish and in good condition
- Make sure that tenants are storing and separating their recycling and rubbish, and placing it for collection as required
- Check your tenants and their visitors are not causing any issues to neighbouring properties.



Remember:

As a landlord it is your responsibility to ensure that your property is free from hazards, or that hazards are reduced to an acceptable low risk.

End of tenancy – you should:

- Follow the correct legal process for ending the tenancy agreement
- Return any deposit (as appropriate)
- Comply with your duty of care as a landlord, to ensure that rubbish is properly transported and disposed of
- Ensure any rubbish or unwanted bulky items (ie. mattresses, furniture etc) left at the property, are removed appropriately and legally from the premises
- Ensure that you or your tenants clear their respective liabilities, such as utility bills, council tax etc.

If your property is vacant between letting periods, ensure that it is secured and keep the exterior in good condition.

Mandatory HMO licensing:

- A landlord must have a licence for a privately rented HMO if the property being rented out:
 - is occupied by five or more people
 - houses people from two or more households
 - houses tenants who share some amenities, such as kitchen, bathroom or lounge.
- **Failure to license a property is a criminal offence.**

Properties required to be licensed need to meet certain standards. For further information and how to apply, visit: manchester.gov.uk/hmolicensing

For further information on selective licensing, which areas this applies to and how to apply, visit manchester.gov.uk/selectivelicence



For further information on accreditation schemes visit anuk.org.uk/

Selective licensing:

- Certain areas in Manchester have been designated for selective licensing, which means any private rented property within the designated area must apply for a licence. In these areas, private landlords or their managing agents would need to have a licence for each house or flat they rent out. This proactive approach is to make sure properties are up to the right standards and are safe for people to live in from the start.
- **Failure to license a property is a criminal offence.**

Accreditation schemes:

- Membership of a landlord accreditation scheme can provide various benefits, and also lets your existing and any prospective tenants know that as a landlord you meet a set of professional standards. There are both local and national schemes that landlords can join. The schemes can provide advice, and keep you up to date with the latest news and any training that may be relevant.

Membership of a redress scheme:

- All letting agents and property managers in England must be a member of a **Government-approved redress scheme**. This ensures both landlords and tenants can make complaints to an independent expert body. By law, information on the name of the redress scheme an agent is a member of must be displayed at each premises of the letting agent or property manager, or published on the website
- For more information visit: www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes

Managing rent arrears:

The vast majority of tenants continue to pay their full rent on time; however, there may be occasions where some tenants struggle to keep up with payments, ending up with rent arrears due to various factors. It is important that both landlords and tenants work together to agree repayment plans to avoid eviction. Open and honest communication from both parties is key. **Follow the four steps below:**

- Get in contact with your tenant at an early stage to establish reasons for arrears and how arrears can be managed to allow tenancy to continue
- Explain the support you may be able to offer and signpost to agencies who can support them and any benefits they could claim; visit www.manchester.gov.uk/helpinghands
- Agree a payment plan that works for you and the tenant. Document the agreement to make it clear
- Keep in regular contact with your tenant, offering support to ensure arrears are paid off.



For further landlord information visit manchester.gov.uk/landlords

Please use the checklist below to help identify possible hazards within your rental property. Where hazards are identified, please take steps to reduce or remove the hazard as far as reasonably practical.

External building

- | | |
|--|--------------------------|
| Is access to the property adequately lit and on an even surface? | <input type="checkbox"/> |
| Are there any entrance points for pests that need blocking off? | <input type="checkbox"/> |
| Are the garden and outbuildings (if any) free from items that may harbour pests, ie. waste, soft furnishings? | <input type="checkbox"/> |
| Is the property adequately secure? Are all windows and doors lockable from within the property? | <input type="checkbox"/> |
| Is the exterior of the property in good condition?
Visually check the chimney, roof, guttering, pointing and drains. | <input type="checkbox"/> |
| Are the windows well maintained?
Windows should be adequately sealed to ensure they are free from draught. | <input type="checkbox"/> |
| Check the front and rear doors are of sound fitting, with multi-point locking, letter plate and all necessary furniture, including door numbers. | <input type="checkbox"/> |
| Check any steps leading to the property as they may require handrail and guarding where appropriate. | <input type="checkbox"/> |

Internal building

- | | |
|--|--------------------------|
| Is there adequate heating to ensure an indoor temperature of 18–21°C without excessive cost to the tenant? | <input type="checkbox"/> |
| Does the attic space have a minimum of 270mm loft insulation? | <input type="checkbox"/> |
| Are stairways fitted with adequate handrails? | <input type="checkbox"/> |
| Check for signs of damp staining or mould growth in every room, and investigate the cause where necessary. | <input type="checkbox"/> |
| Is there working smoke detection/alarm on each level landing? | <input type="checkbox"/> |
| Do tenants have safe means of escape in the event of a fire? | <input type="checkbox"/> |
| Is there a solid fuel appliance (open fire, log burner) in the property? If yes, install a carbon monoxide detector. | <input type="checkbox"/> |
| Check the floors for changes in level, and uneven surfaces that may increase the likelihood of a fall. | <input type="checkbox"/> |
| Are all floor coverings in good condition and appropriate for the location? | <input type="checkbox"/> |

Bedrooms

Are there adequate electrical sockets for appliances?

Is the bedroom of adequate size for the occupant?
Min 6.51m² (single adult), 10.22m² (double), 4.64m² (under 10 years)

Does the bedroom have adequate heating and ventilation?

Is there adequate natural light?

Living rooms

Are there adequate electrical sockets for appliances?

Does the living room have adequate heating and ventilation?

Is there adequate natural light?

Kitchens

Is there an adequate work surface for the safe preparation of food?

Are work surfaces smooth, readily cleansable and non-absorbent?

Is there adequate food storage for dry food?

Is there a supply of hot and cold water to the kitchen sink?

Is the floor covering easily cleanable and correctly fitted?

Bathrooms

Does the bathroom have adequate heating?

Does the bathroom have adequate ventilation? Check for signs of
mould growth and excess condensation.

Does the bathroom have an adequate supply of hot and cold
water for bathing?

Do the bathroom facilities work correctly, ie. toilet flush, drainage
from the basin, shower and/or bath?

Is the floor covering easily cleanable and correctly fitted?
