

HMO LICENCE CONDITIONS.

Note: This document should be read in conjunction with Haringey's standards for Houses in Multiple Occupation (HMOs)

1. TENANCY MANAGEMENT

1.1. References

- 1.1.1. The licence holder shall demand references from persons who wish to occupy the house. The reference should satisfy the licence holder that the prospective occupier is of good character and is unlikely to be responsible for causing anti-social behaviour within the area. If it is only possible to obtain a verbal reference the licence-holder must make a written record of the reference including the date obtained and the name, address and telephone number of the person providing the reference. Copies and records of all references must be kept for the duration of the tenancy.

1.2. Tenancy Agreements.

- 1.2.1 The licence holder must ensure that the tenants are provided with written statements of the terms of their occupation at the commencement of their tenancies, this is commonly known as a tenancy or licence agreement.

1.3. Terms of occupation

- 1.3.1. The licence holder must not let the property or parts of the property to numbers of households and/or persons exceeding the maximum numbers allowed.
- 1.3.2. Where the numbers are in excess of the permitted levels at the time of the granting of the licence, the licence holder must take the appropriate **legal** steps to reduce the numbers at the earliest opportunity.
- 1.3.3. Where a tenant (or tenants) allows someone to move into their accommodation so that the permitted number for that accommodation is exceeded, the licence holder must again take the appropriate **legal** steps to reduce the numbers at the earliest opportunity.

1.4. Tenants' Rights

- 1.4.1. The licence holder must respect the legal rights of the tenants; this includes:
- A. Issuing prior notice - 7 days for non-emergency repairs and 24 hours for emergency repairs) –and 7 days for inspecting the property/room/s.
 - B. Correctly terminating tenancies and licences.
 - C. Protecting rent deposits (where the tenancy is an Assured Shorthold Tenancy) and supplying the tenant with details of the deposit scheme and

reimbursing the deposit, in part or full where appropriate, at the end of the tenancy.

- D. Where applicable (*for example - not paid through a direct debit, standing order or bank transfer*) issuing receipts for rent payments received.
- E. Ensuring that gas, electricity and water supplies (to individual dwellings - when included in the rent - and all common parts) are not disconnected or unreasonably interrupted

1.5. Anti-social behaviour

1.5.1 The licence holder shall take all reasonable and practical steps for preventing and dealing with anti-social behaviour and ensure that any complaints that have been made directly to you or via Haringey Council or the Metropolitan Police are investigated.

1.5.2. The licence holder shall keep copies of any complaints and/or correspondence and action taken relating to anti-social behaviour at the property and supply to the London Borough of Haringey on request.

1.6. Information about duty manager.

1.6.1. The manager must provide the occupiers with details of his/her name, address and contact telephone number and a copy of these conditions at the start of their tenancy and display such details, together with in a prominent position within the HMO.

2. PROPERTY MANAGEMENT

2.1. Security

2.1.1. The licence holder is responsible for the security of the property and must ensure:

- A. That locks, latches and entry phone systems are maintained and in good working order at all times.
- B. All keys, including window keys are provided to the occupiers at the start of the tenancy
- C. Where previous occupants have not returned keys, the relevant locks will be changed prior to new occupants moving in.

2.1.2. The licence holder should seek the advice of the local police station's crime prevention officer on measures to improve the security of the property (including lettings and communal areas).

2.2. Water supply and drainage

2.2.1 The manager must maintain and ensure that there is no unreasonable interruption to the water supply and drainage system to the property.

2.3. Gas and Electric

2.3.1. If gas is supplied to the property, the license holder must ensure that the gas installation and appliances are tested annually by an approved Gas Safe

engineer. If requested at any time by the Council, the licence holder must supply, within 7 days, a current satisfactory gas safety inspection certificate for the property.

2.3.2. The licence holder must ensure that the property's electrical installation is inspected and tested at least every five years by a competent electrician. If requested at any time by the Council, the licence holder must supply, within 7 days, a current satisfactory electrical installation condition report (EICR) for the property.

2.3.3. The licence holder must ensure that gas or electricity supplies to common parts or shared amenities are on landlord's supplies, via quarterly credit meters and that they are not disconnected or threatened with disconnection due to non-payment of monies owed to the relevant statutory undertaker.

2.3.4. The licence holder must ensure that any remedial works identified following inspections of gas and electrical installations and appliances are carried out within a reasonable time period.

2.4. Fixtures and fittings

2.4.1. The manager must ensure that units of accommodation, furniture and any fixtures, fittings or appliances supplied are clean and in good working order at the start of the tenancy and fully maintained thereafter.

2.5. External Areas

2.5.1. The licence holder shall put appropriate management and monitoring systems in place (such as regular inspections) to ensure that all gardens, yards and forecourts within the curtilage of the property are kept in a reasonably clean and tidy condition. Under no circumstances should old furniture, bedding, rubbish or refuse from the property be left immediately outside the property, on the public highway or on private land by either the licence holder, tenant or tenant's visitors.

2.5.2. If the licence holder becomes aware of a breach of the above by the tenant or their visitors, a warning letter must be issued within 14 days. Copies of the letter must be kept and supplied to the Council within 21 days of receiving a request.

2.6. Waste Disposal

2.6.1. The licence holder shall provide suitable and sufficient refuse and recycling bins with lids in a suitable and easily accessible location for occupants of the property to use.

2.6.2. The licence holder shall ensure that all tenants on commencement of tenancy are given details about the refuse storage arrangements, including the collection date for refuse, recycling and green waste and how to present their waste for collection.

2.6.3. The license holder must keep the property free of Housing Health and Safety Rating System (HHRS) Category 1 (serious) hazards.

2.6.4. Please see link below for further guidance

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

3. FIRE SAFETY

3.1. Condition of furniture and electrical appliances

3.1.1. The licence holder must ensure that appropriate **mains wired automatic** fire detection systems are installed on each storey of the premises on which there is a room used wholly or partly as living accommodation.

3.1.2. The landlord must ensure checks are made to ensure that each prescribed system is in proper working order on the day the tenancy begins if it is a new tenancy and that regular checks are made thereafter. All alarms must be kept in proper working order at all times.

3.1.3. The licence holder must provide to the Council copies of annual inspection and test certificates for Grade A automatic fire detection systems or confirmation annually that a Grade D system has been tested and is operating correctly, and annual test certificates for emergency lighting systems, where provided.

3.1.4. Please see link below for further information on *The smoke and Carbon Monoxide Alarm (England) Regulations 2015*

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords>

3.1.5. The licence holder must ensure that a carbon monoxide alarm is provided in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance

3.1.6. The landlord must ensure checks are made to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy and that regular checks are made thereafter. All alarms must be kept in proper working order at all times.

3.1.7. Please see link below for further information on *The smoke and Carbon Monoxide Alarm (England) Regulations 2015*

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords>

3.1.8. The licence holder must ensure that all furniture and any portable electrical appliances provided, by the landlord are kept in a safe condition.

3.1.9. The licence holder must ensure that any upholstered furniture provided, whether new or second-hand, complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended.

3.1.10. If requested by the Council, the licence holder will be required to supply a declaration as to the safety of electrical appliances and furniture.

3.1.11. The licence holder must ensure that:

- A. Means of escape are maintained and kept free from obstruction.
- B. Electricity supplies to automatic fire detection and emergency lighting systems are not disconnected or threatened with disconnection for any reason.
- C. Fire notices are clearly visible.
- D. All residents are fully aware of the procedures to be followed in the event of a fire.

4. GENERAL

4.1. The licence holder must ensure that the property has a safe design and construction that is fully compliant with planning and building regulations.

4.2. Changes to the licensed property or licence holder.

4.2.1. The licence holder shall inform the Housing Improvement Team at the Council in writing within 21 days of any of the following:

- A. A change in ownership or management of the house;
- B. Any proposed changes to the construction, layout or amenity provisions that would affect the licence or licence conditions; and
- C. Any changes to their circumstances which could affect their fit and proper person status i.e. any cautions or convictions for any offence involving fraud or other dishonestly, violence, drugs, discrimination, or breach of housing or landlord / tenant law.

4.2.2. In addition to the above management items, the licence holder must ensure that the manager of the property, be that the licence holder or some other person, complies with the requirements of regulations 3 to 9 of The Management of Houses in Multiple Occupation (England) Regulations 2006:] [regulations 4 to 10 of The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations. Please see link below:

<http://www.legislation.gov.uk/ukxi/2007/1903/contents/made>