

THE NATIONAL ACCREDITATION NETWORK



RENTED RESIDENTIAL ACCOMMODATION

ACCREDITED TENANT SCHEME

**OPERATED AS PART OF THE LANDLORD
ACCREDITATION SCHEME**

VERSION 1: MAY 2003

1. A NEW INITIATIVE FOR PRIVATE RENTING

- Private tenants who look after their rented accommodation responsibly, honour the tenancy agreement with their landlord and show respect to their neighbours deserve to be acknowledged with a special status - accreditation does just that.
- Private renting is becoming increasingly popular and landlords look out for responsible tenants to rent to. Accredited tenants and those who are happy to sign up to an accredited tenant scheme will have a competitive edge when seeking new accommodation.

2. OVERVIEW

- *The Scheme operators name* supports a responsible private residential rented sector through the operation of **Landlords, Dwelling** and **Tenants Accreditation Schemes**
- The **Accreditation** process acknowledges and encourages responsible private landlords and tenants.
- *Scheme operators name* encourages all new tenants and landlords to participate in the scheme.
- Landlord, Dwelling and Tenant Accreditation Schemes are supported by the Government

3. BACKGROUND

- A private landlords accreditation scheme operates in *Scheme operators name*. Responsible landlords who voluntarily join the scheme agree to provide quality accommodation services and for which are awarded an accreditation status by *Scheme operators name*.

4. AIM OF THE ACCREDITED TENANT SCHEME

- The Accredited Tenant Scheme acknowledges and encourages responsible tenants by providing an **Accredited Tenants Certificate** to tenants who comply with the requirements of the **Tenant's Code** in addition to their normal contractual tenancy agreement.
- The Tenant's Code contains reasonable common sense requirements obligating tenants to show respect for their accommodation, their neighbours and their contract with their landlord

5. HOW THE SCHEME OPERATES

- The **Accredited Tenant Scheme** is operated by the scheme operator, whose landlords are members of the Landlords Accreditation Scheme
- The Scheme is endorsed and funded by *Scheme operators name*
- The Accredited Tenant Scheme is voluntary for tenants.
- All accredited landlords must offer participation in the Accredited Tenant Scheme to all prospective tenants.

- The requirements of the Accredited Tenant Scheme are contained in the **Tenants Code**
- Tenants who wish to take advantage of the scheme, together with their landlord, sign two copies of the scheme, one copy is kept by the landlord and the other by the tenant
- A managing agent can sign on behalf of an accredited landlord
- The Scheme will apply to individual occupiers in the case of a joint tenancy, although the scheme operator reserves the right to not issue Certificates to particular, or all individuals, where particular individuals, or the group as a whole, have not complied with the Tenant's Code
- At the end of the tenancy, provided that the Tenants Code has been complied with, the landlord recommends the tenant to the scheme operator who issues the Certificate of Accreditation to the tenant.
- The scheme operator must keep a record of Certificates issued.
- Where landlords are of the opinion that the Tenant's Code has not been complied with, thus making the tenant ineligible for recommendation as an Accredited Tenant, they shall, on request, provide the tenant with written details of their non-compliance.
- *Scheme operators name* will assist resolution on an informal basis in cases of dispute
- Referrals of disputes to *Scheme operators name* for resolution must be in writing and without delay
- In cases where a dispute cannot be resolved informally, the Landlord Accreditation Scheme Review Panel will arbitrate and their decision will be final

6. FOR FURTHER ADVICE

- For further informal advice on the scheme or to refer a dispute for resolution please contact: The Accredited Tenants Scheme, at ... or telephone ... or e-mail ...

DECLARATION BY THE TENANT(S) AND LANDLORD

I confirm that I have read and understood the Accredited Tenant's Scheme including the Tenant's Code and that I agree to comply with it's terms and conditions.

Tenant's signature(s)

Date

Landlord's signature

Date

Copies to be kept by the landlord and the tenant(s).

IMPORTANT NOTES

Adoption of the Accredited Tenants Scheme and compliance or non-compliance with the provisions of the Scheme does not affect the statutory rights of people seeking housing. Participants of the Scheme agree to comply with and accept that amendments can be made to the contents or operation of the Scheme-by-Scheme **operators name** subject to consultation with the relevant parties, whereupon members of the Scheme will be notified of any changes.

The **Scheme operators name** makes no representation nor warrants and no warranty shall be implied that the **Scheme operators name** has approved, or in any way endorsed any particular dwelling, landlord or tenant. The **Scheme operators name** shall not be liable to any person or persons for any information contained in the Scheme or supplemental document or reliance upon it or for any loss, damage or injury or any disputes proceedings or claims by or between any person or persons (and whether or not including or against **Scheme operators name**) whatsoever or howsoever arising from any information herein contained or any supplemental document.

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TENANT'S CODE

(a) General Conduct

The tenant will ensure that:-

- They have read and understand the tenancy agreement
- They abide by all the terms and conditions in the tenancy agreement
- They conduct their relationships with their landlord, his agent and contractors and fellow-tenants courteously throughout the tenancy
- They behave in a 'tenant like manner' by carrying out day to day maintenance and not causing damage to the property
- They respond to the landlord in a timely manner

(b) Commencement of Tenancy

The tenant will ensure that:-

- Any references that might be required by the landlord/agent are, to the best of their belief, authentic
- They contact all relevant utility companies to register supplies in their name
- They register with the local authority's council Tax Department or, where appropriate, provide exemption certificates
- They carry out an inspection of the dwelling with reference to the inventory and inform the landlord in writing of any damage, defects or inaccuracies. Copies should be signed by all parties.

(c) During the Tenancy

The tenant will ensure that:-

- They behave in a reasonable manner and not to cause a nuisance to their neighbours.
- They do not create excessive noise, which causes a nuisance to neighbours, having regard to the time and location of sensitive areas within neighbouring premises.
- They allow the landlord to discharge their duty

(d) Looking after their letting

The tenant will ensure that:-

- On receipt of reasonable notice, normally 24 hours minimum, they provide the landlord/agent or any person acting on their behalf access to the dwelling in order to carry out an inspection or make repairs
- They maintain the dwelling in a clean and tidy condition especially the kitchen and bathroom
- They replace spent light bulbs.
- They keep external drainage gullies free from debris
- They promptly inform the landlord of defects

(e) Visual Appearance

The tenant will ensure that:

- They keep gardens/yards free from refuse and in a tidy condition

(f) Health & Safety

The tenant will ensure that:

- All gas and electrical appliances are used only in a manner for which they were designed

(g) Fire Safety

The tenant will ensure that:-

- They follow instructions for fire safety
- Fire doors are kept closed and not wedged open
- They do not obstruct any stairways, landings and passageways which provide a route of escape in case of fire
- They do not interfere with or remove any appliances or equipment provided for fire safety
- They take all necessary precautions with cooking equipment and naked flames e.g. candles, T-lights, gas hobs and not to leave them unattended
- Not to use or bring onto the premises any portable gas or paraffin heaters

(h) Alarms

The tenant will ensure that:

- Where a burglar alarm is provided, key holder details are registered with the police and local authority

(i) Security

The tenant will ensure that:

- They keep the dwelling secure using all the facilities provided

(j) Refuse

The tenant will ensure that:

- They store refuse in a proper hygienic way and put out for collection on the day and in the manner required by the waste collection service

(k) At the end of the tenancy

The tenant will ensure that:-

- They give the required notice as required by the tenancy agreement.
- They return all keys on termination of the tenancy.
- They settle all outstanding accounts on termination of the tenancy.
- They leave the dwelling in a reasonably clean condition on vacation of the dwelling and remove their belongings
- They leave the dwelling in no worse condition having regard to fair wear and tear as at the commencement of the tenancy.
- They will be present at the check-out inspection unless otherwise agreed.
- They will make suitable arrangements for the forwarding of mail

(l) Tenancy Disputes

The tenant agrees to:-

- Deal with disputes promptly and reasonably and recognise the authority of the Landlord Accreditation Scheme Operator's Review Panel