COURSE CONTENT
London Landlord Accreditation Scheme Development Course

“helping you get it right”

The training will cover all the main areas that a landlord should know in order to operate a successful business;
- The preliminary requirement,
- How to set up a tenancy,
- How to prevent problems occurring during a tenancy,
- What do if things go wrong and what to do at the end of the tenancy?

Detailed reference material will be provided on a CD. The trainer will spend approximately equal time covering landlord-tenancy issues such as contract, rent arrears, gaining possession etc and dealing with property standards and health and safety issues such as disrepair, health and safety rating system (HHSRS), HMO licensing etc.

The major areas to be covered will be: -

**Pre-Tenancy [Guidance time 90 Minutes]**
- Property Investment Overview
- Letting Options
  - Self Manage
  - Agents
  - Responsibilities and legal issues
- Permissions required letting property
- Insurance
- Outline of all Tax aspects, including Council Tax
- Where to get advice

**Responsibilities and Liabilities [Guidance time 90 Minutes]**
- Repair & Maintenance
- Terms Implied by both Common & Statutory Law
- Housing Health and Safety Rating System [HHSRS]
  - Hazards & Enforcement
  - Outline of Common hazards
- Decent Homes Standard
- Gas & Electrical Safety
- Furniture Safety
- Houses in Multiple Occupation (HMOs)
  - Mandatory
  - Selective, Additional & Transitional arrangements;
• Fit & proper person
• Procedures & Offences
• Rent repayment Orders

Start of Tenancy [Guidance time 60 Minutes]

Types of Tenancy
• Assured Shorthold & Assured tenancies
• Common Law
• Fixed Term
• Contractual Periodic
• Regulated Tenancies & Licences
• Subletting & assigning
• Joint & Succession & right of survivor
• Unlawful discrimination

Tenancy Agreement
• Written & Oral
• Unfair terms
• Inventory
• Rent Book

Deposits & Bond Guarantee
Setting & Raising the rent
Housing Benefit & Local Housing Allowance
Utilities
References & Guarantors

During Tenancy [Guidance time 60 Minutes]

Routine Visits and Maintenance
Right of entry and Refusal
Emergency procedures
Changing Terms of Tenancy
Tenant leaving
Rent collection
Increases
• Rent Arrears
  • Triggers & Options
Landlord - Tenant Relations
• Mediation & Legal Action
Nuisance & Anti-social Behaviour

How to end the Tenancy [Guidance time 60 Minutes]

Termination of Tenancy by tenant
• Fixed term; Periodic & Assured Shorthold Tenancy

Possession
• Grounds
• Rent Arrears
• Section 8 & 21 Notices
• Assured Shorthold Tenancy; Rent Act & Common Law Tenancy
• Follow “due process” & Unlawful eviction
• Abandoned tenancy
• Harassment
• Outstanding Bills & Meter readings
• Damage & Return of Deposits