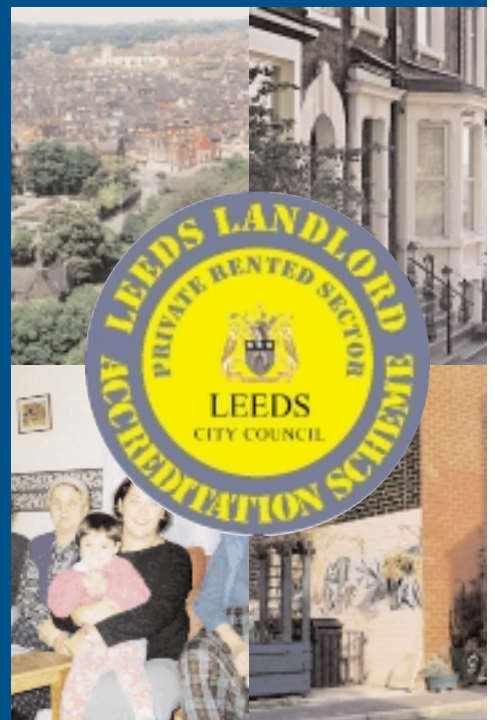


LEEDS PRIVATE RENTED RESIDENTIAL ACCOMMODATION

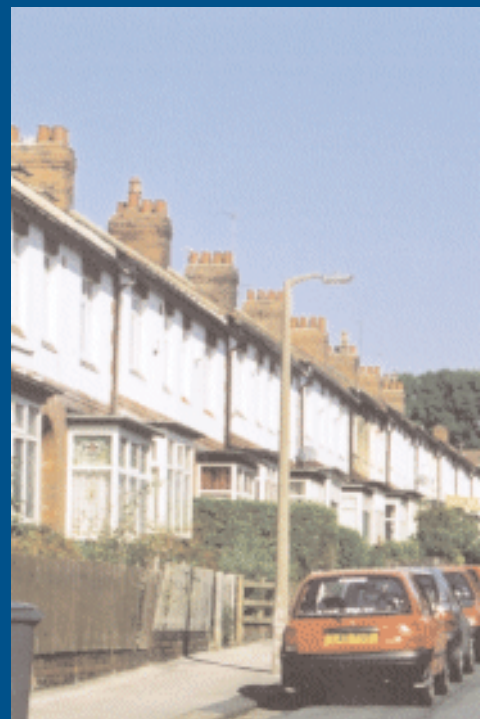
# Accredited Tenant Scheme

Operated under the Leeds' Landlords Accreditation Scheme



## 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.
- Accredited tenant status can be used as a good character reference when seeking new opportunities in life.



## OVERVIEW

- Leeds City Council supports a responsible private residential rented sector through the operation of a Leeds Landlords Accreditation Scheme and an Accredited Tenant Scheme.
- The accreditation process acknowledges and encourages responsible private landlords and tenants.
- Leeds City Council encourages all new tenants and landlords to participate in the scheme.
- Landlord and Tenant Accreditation Schemes are supported by the Government

## HISTORICAL BACKGROUND

- A successful private landlords accreditation scheme has operated in Leeds since 1997. Responsible landlords who voluntarily join the scheme agree to provide quality accommodation services and for which are awarded an accreditation status by Leeds City Council.
- The scheme was extended in January 2003 to include tenants.

## 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.

## THE BENEFITS OF THE SCHEME

- The Accredited Tenant's Certificate can be used as a valuable bona fide reference when a tenant is seeking to move to new accommodation within the private rented sector.
- Where a number of prospective tenants are interested in renting accommodation, landlords will have a preference for an accredited tenant.

## HOW THE SCHEME OPERATES

- The Accredited Tenant Scheme is operated by landlords who are members of the Leeds Landlords Accreditation Scheme
- The Scheme is endorsed and funded by Leeds City Council



- 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 landlord 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 landlords completes the Certificate of Accreditation and gives it to the tenant.
- Landlords 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 an Accredited Tenants Certificate, they shall, on request, provide the tenant with written details of their non compliance.

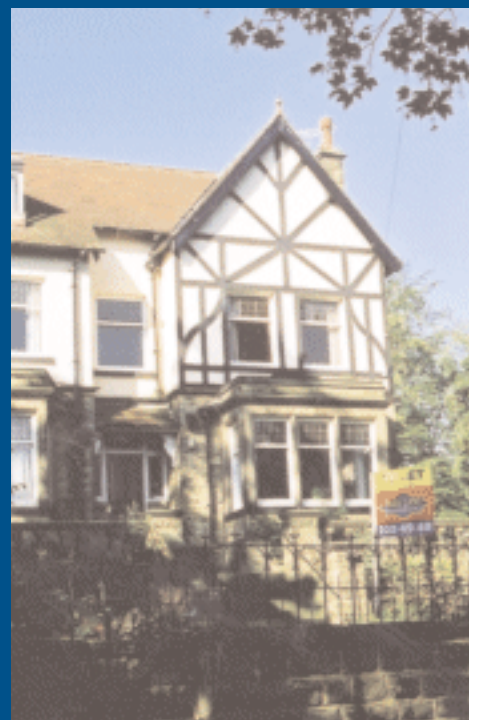
- Leeds City Council will arbitrate on an informal basis in cases of dispute
- Referrals of disputes to Leeds City Council for arbitration must be in writing
- In cases where a dispute cannot be resolved informally, the Leeds Landlord Accreditation Scheme Review Panel will arbitrate and their decision will be final

### FOR FURTHER ADVICE

- For further informal advice on the scheme or to refer a dispute for arbitration please contact:

The Accredited Tenants Scheme, Housing and Environmental Health Services, 2A, Great George Street, Leeds LS2 8BB ...

or telephone 0113 247 6240.



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 .....	Date ...../...../.....
.....	Date ...../...../.....
.....	Date ...../...../.....
.....	Date ...../...../.....

I confirm that I have read and fully understand the details of the Accredited Tenants Scheme including the Tenants Code.

Landlord's signature .....	Date ...../...../.....
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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 do 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 Leeds City Council subject to consultation with the relevant parties, whereupon members of the Scheme will be notified of any changes.

The Council makes no representation nor warrants and no warranty shall be implied that the Council has approved, or in any way endorsed any particular property, owner or tenant. The Council 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 the Council) whatsoever or howsoever arising from any information herein contained or any supplemental document.

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## TENANT'S CODE

### General Conduct - The tenant agrees to:-

- 1.1 conduct the tenancy courteously and responsibly

### Commencement of Tenancy - The tenant agrees to:-

- 2.1 ensure all references provided are authentic
- 2.2 pay their rent on time in accordance with the agreed manner of payment.
- 2.3 contact the gas, electricity and water supply companies to register supplies in their name, and Leeds City Council to register for Council Tax on the day that they commence occupancy of their accommodation
- 2.4 ensure that they read and understand the Tenancy Agreement and Tenant Rules
- 2.5 carry out an inspection of the property and inform the landlord in writing of any damage or defects at the commencement of the tenancy

### During the Tenancy - The tenant agrees to:-

- 3.1 behave in a reasonable manner and not to cause a nuisance to, or be anti social with their neighbours.
- 3.2 not create excessive noise which causes a nuisance to neighbours, having regard to the time and location of sensitive areas within neighbouring premises.
- 3.3 not carry out any profession, trade or business from the property without the landlords written consent.
- 3.4 not sublet the property.

## TENANT'S CODE

### Looking after the property - The tenant agrees to:-

- 4.1 confirm in writing to the landlord all necessary repairs, and to keep a copy; urgent repairs must be immediately reported verbally, in addition to being confirmed in writing
- 4.2 on receipt of suitable notice, provide their landlord or any person authorised on their behalf, with access to their accommodation, to carry out an inspection or repair
- 4.3 with the exception of fair wear and tear, repair to a satisfactory standard with the prior agreement of the landlord, or otherwise compensate the landlord for any damage to their accommodation including fixtures, fittings and furniture
- 4.4 maintain the property in a clean and tidy condition especially the kitchen and bathroom
- 4.5 replace spent light bulbs
- 4.6 keep external drainage gullies free from debris
- 4.7 replace broken windows (unless caused by vandalism and reported to the Police).
- 4.8 obtain their landlord's prior written permission to decorate any rooms, put up shelves, or make any other alterations to the fabric of their accommodation.



## TENANT'S CODE

### Visual Appearance - The tenant agrees to:-

- 5.1 show respect for their accommodation, not cause any wilful damage and report any damages, defacement (including graffiti) and fly-posting promptly
- 5.2 keep gardens/yards free from refuse and in a tidy condition

### Health and Safety - The tenant agrees to:-

- 6.1 ensure all fixtures and fittings are used in a manner for which they were designed particularly gas and electrical appliances

### Fire Safety - The tenant agrees to:-

- 7.1 follow instructions for fire safety
- 7.2 ensure that fire doors are kept closed and not wedged open
- 7.3 not obstruct the stairway, landings and passageway which provide a route of escape in case of fire
- 7.4 not interfere with or remove any appliances or equipment provided for fire safety
- 7.5 take all necessary precautions with naked flames e.g. candles, T-lights, gas hobs and not to leave them unattended

### Alarms - The tenant agrees to:-

- 8.1 in co-operation with their landlord, ensure that keyholder details are registered with the police and local authority if a burglar alarm is provided

## TENANT'S CODE

### Security - The tenant agrees to:

- 9.1 keep the property secure using all the facilities provided

### Refuse - The tenant agrees to:

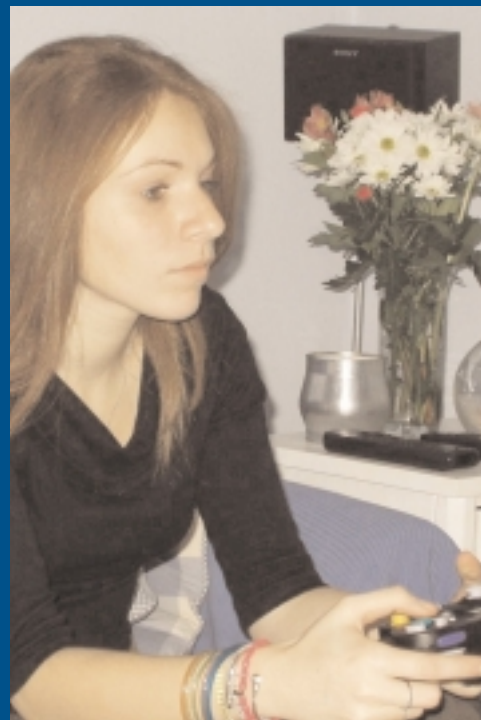
- 10.1 store refuse in a proper hygienic way and put out for collection on the day and in the manner required by the waste collection service

### At the End of the Tenancy - The tenant agrees to:-

- 11.1 give the required notice as required by the tenancy agreement.
- 11.2 return all keys on termination of the tenancy.
- 11.3 settle all outstanding accounts on termination of the tenancy.
- 11.4 leave the dwelling in a reasonably clean condition on vacation of the property
- 11.5 leave the property in no worse condition having regard to fair wear and tear as at the commencement of the tenancy.

### Tenancy Disputes - The tenant agrees to:-

- 12.1 deal with disputes promptly and reasonably and recognise the authority of the Leeds' City Council Landlord Accreditation Scheme Review Panel



# ACCREDITED TENANT CERTIFICATE

OPERATED UNDER LEEDS LANDLORD ACCREDITATION SCHEME

This is to certify that ..... has  
satisfactorily complied with the requirements of Leeds City Council's Good Tenant and Neighbour  
Scheme whilst residing at ..... from ..... to .....

Landlord's name .....

Signed ..... Date ...../...../.....

Landlord's address .....

Telephone: ..... E-mail: .....

Accredited Landlord's Membership No: .....



LEEDS  
CITY COUNCIL



INVESTOR IN PEOPLE

*Eric Bowen*  
Eric Bowen

Leeds City Council's Landlord Accreditation Scheme supports the private rented sector by acknowledging good landlords and tenants. This certificate verifies that the above named tenant has satisfied the requirements of Leeds City Council's Accredited Tenant Scheme. For further details contact the Accreditation Team, Leeds City Council, Telephone (0113) 24-76420 or E-mail: [graham.pounder@leeds.gov.uk](mailto:graham.pounder@leeds.gov.uk)

Director of Housing  
and Environmental  
Health Services