

# COURSE CONTENT

## ATLAS & London Landlord Accreditation Scheme (LLAS) 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 available from your online account. 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, HMO licensing etc.

The major areas to be covered will be: -

### **Pre-Tenancy [Guidance time 30 minutes]**

- Agents
- Responsibilities and legal issues
- Permissions required
- Insurances
- Income tax and other tax issues
- Council tax
- Where to get information
- Landlord associations
- Accreditation and continuous professional development
- EPC
- Equalities Act

### **Responsibilities and Liabilities [Guidance time 1hr: 35 minutes]**

- Repair & maintenance
- Terms implied by both Common & Statute Law
- Housing Health and Safety Rating System [HHSRS]
- Hazards & enforcement
- Outline of common hazards
- Gas & electrical safety
- Smoke and CO alarms
- Furniture safety
- Houses in Multiple Occupations (HMOs)

- Housing and Planning Act
- Rent repayment orders
- Fixed civil penalties
- Legionella
- Licensing (includes all types of licensing)
- Management regulations
- Fit & proper person
- Procedures & offences

### **Start of Tenancy [Guidance time 60 minutes]**

Types of tenancy

- Immigration Act 2014 (Right to Rent Law)
- Assured tenancies
- Common law
- Periodic contracts
- Licences
- Subletting & assigning

Tenancy agreements and statements

- Written & Oral
- Unfair terms
- Inventory
- Rent book

Deposits & bond guarantee

Utilities

References & guarantors

### **During Tenancy [Guidance time 30 minutes]**

Routine visits and maintenance

Right of entry and refusal

Emergency procedures

Changing terms of tenancy

Tenant leaving

Rent collection

Rent increases

Managing 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

Possession

- Grounds
- Rent arrears
- Section 8 notices
- Follow “due process” & unlawful eviction
- Abandoned tenancy
- Harassment
- Damage & return of deposits