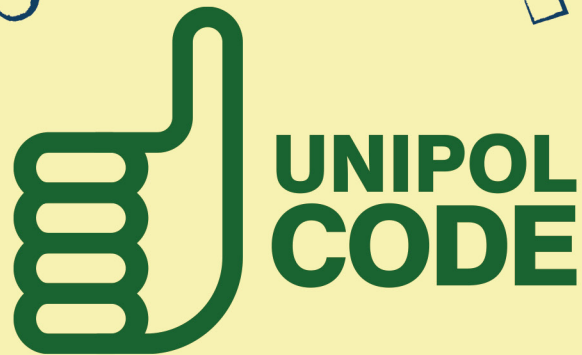


The background is a vibrant yellow collage featuring various items related to home maintenance and office work. In the top left, there's a blue adjustable wrench and a hammer. In the top right, a yellow pen lies on a clipboard with a document. Scattered throughout are small blue icons: screws, plus signs, circles, and squares. The central focus is the 'unipol' logo in green, with a green thumbs-up icon to its left.

unipol



For Homestay Hosts Providing
Homestay Accommodation
for the University of Leeds

2025-2028

The bottom section of the image shows a white document titled 'Lease Agreement' in a blue, serif font. A set of keys is placed on top of the document. The keys include a standard metal key and a custom-shaped key with a thumbs-up icon. To the right of the document is a blue digital thermostat with a screen showing '18.5' and a sun icon. The entire scene is set against the same yellow background with scattered blue icons.

Lease Agreement

The 2025 - 2028 Unipol Code

For Homestay Hosts providing Homestay Accommodation for the University of Leeds

The purpose of the Unipol Code is to enable homestay providers and student occupiers to agree a set of undertakings about how they wish to do business with one another.

The criteria in the Code have been chosen to reflect a balance of common sense obligations and responsibilities between homestay providers and student occupiers and set standards which are achievable by without significant expenditure of time and money and without prejudice to their respective legal rights.

The Unipol Code does not require that the property complies with the Local Authority's minimum standards for Houses in Multiple Occupation. The Code does, however, complement and support those standards and provides a set of performance criteria in the area of housing management, maintenance and good practice.

Compliance with this Code does not mean that a particular property complies with the Local Minimum Standards.

Compliance with the Code will ensure that:

- Both homestay providers and student occupiers enjoy the benefit of good standards of housing management and practice.
- Misunderstandings and disputes are reduced.
- Where problems do occur they are promptly resolved.

Making a commitment to abide by the Code is a serious matter and a failure to meet such a commitment is a breach of faith. Unipol checks homestay providers every two years for the purpose of ascertaining compliance with the Code and students can complain where they feel a breach has occurred. Information showing that homestay providers are not complying with the Code is in the public domain and will remain accessible for three years even if the homestay providers leaves, or is removed from the Code.

This code cycle will run from 1st August 2025 - 31st July 2028.

EQUALITY AND DIVERSITY

Homestay providers will ensure that:

- 1.00 In the provision and letting of housing or associated services and in the letting of contracts for services, no person or group of persons applying will be treated less favourably than any other person or group of persons because they have a protected characteristic (age, disability, gender reassignment, marital or partnership status, pregnancy, maternity, race, religious or philosophical belief, sex or sexual orientation) or because of their colour, ethnic or national origin, appearance or social status.

MARKETING PRIOR TO LETTING THE PROPERTY

Homestay providers will ensure that:

The Agreement

- 2.00 All property and room details are reported accurately without misrepresentation to prospective occupants;
- 2.01 A contract shall be made between the occupant and the homestay provider making clear rights and responsibilities of both parties. This contract will provide details of the period of occupancy and instructions on the use of facilities in the house, the kitchen, domestic appliances, heating systems and any garden; All prospective tenants are given an opportunity to view the property, having due regard to the rights of existing tenants;
- 2.02 Any planned Host absences during the placement or changes to domestic arrangements must adhere to the terms within the Homestay contract provided by Unipol;
- 2.03 If there are any House rules, these must be clear, unambiguous and non-discriminatory and made available to the occupants within the first week of occupancy. This includes whether or not the student has to clean their own bedroom;

Homestay Fee Liability

- 2.04 Prospective students are issued with a clear statement of the Homestay fees due to be paid, including the dates, amounts and method of payments due to be made during the Contract. Homestay providers will comply with the Tenant Fees Act 2019¹;

Utility Charges (Gas, electricity, telephone, internet and any other charges)

- 2.05 Utility costs including water, electricity, gas and internet access are included in Homestay fees. Any charges relating to phone usage should accurately reflect usage and must be accompanied by a copy of an itemised bill from the phone company. Receipts for any such charges should be issued on receipt of payments;

State of Repair

- 2.06 At the commencement of the placement or other date mutually agreed with the student, all obligations on the part of the homestay provider in regard to the repairs and property maintenance and improvements to the property have been fully discharged.

DURING THE CONTRACT

Homestay providers will ensure that:

- 3.00 They meet the student at the commencement of the Homestay term at a central meeting place (as notified by Unipol not less than 2 working days before the student's arrival) and transport them to their accommodation. Where alternative arrangements have been made for the student to arrive directly at the Homestay, Hosts should ensure that someone is available to meet the student at the accommodation and provide initial orientation. Unipol should be notified if anyone other than the registered Homestay Host will be greeting the student;

Access

- 3.01 The student will be provided with their own key to enable access to the property. Homestay providers will respect the student's right to privacy, and at the outset of the agreement will agree with the student the situations in which it is permitted for the Homestay provider to enter the student's bedroom. This will be adhered to except in the case of a genuine emergency or where permission has been granted by the student. Members of the Homestay provider's family will also not enter the student's bedroom unless with the permission of the student;
- 3.02 With respect to the student, the Homestay provider will be polite, courteous and diligent at all times;

Repairs and Maintenance

- 3.03 Repairs are carried out punctually and effectively with consideration for the student's privacy;

Furniture and Storage Space

- 3.04 Study bedrooms contain a bed, adequate clothes storage space, a desk, chair and curtains/blinds which are properly hung/fitted. Bunk beds are not appropriate;
- 3.05 Clean towels and bed linen are provided weekly;
- 3.06 All furnishings and furniture are clean and in reasonable condition at the commencement of the agreement and comply, as appropriate, with the Furniture and Furnishings (Fire) (Safety) Regulations 1998² (as amended in 1989, 1993 and 2010);
- 3.07 Study bedrooms will be a minimum of 8 sq. metres;

Kitchen Facilities

- 3.08 Students will have a clear understanding of their permitted use of any kitchen facilities, for example, use of the fridge/freezer, washer/dryer and iron. The student must be given some dedicated storage space for food, to include use of a reasonable part of any fridge/freezer; access to a microwave for reheating meals and use of a cooker and instruction on how to operate any domestic appliance that they have access to; any such instruction shall be given on their first day of occupancy and written instruction provided within a Homestay Welcome Pack;

Toilet and Personal Washing Facilities

- 3.09 An adequate number of suitably located toilets, baths and/or showers and wash basins are provided with constant hot and cold water supplies as appropriate which are suitable for the number of occupants.

HEALTH AND SAFETY

Homestay providers will ensure that:

Housing Health and Safety Rating System

- 4.00 The property is maintained as reasonably practicable, free of avoidable or unnecessary hazards as defined in the Housing Health and Safety Hazard Rating System³ (see schedule attached);

Gas Appliances and Supply

- 4.01 All means of use and supply of mains gas and alterations and repairs to gas installations shall comply with the current Gas Safety (Installation and Use) Regulations⁴;
- 4.02 All gas appliances will be serviced annually by a Gas Safe registered engineer. Verification of the gas safety check will be available to the student on request and copies of the gas safety check record for any subsequent safety checks undertaken during the period of the tenancy will be supplied to the student on request within 28 days of that safety check being conducted and a copy provided within the Homestay Welcome Pack;
- 4.03 All repairs to gas supply pipe work and appliances will be carried out by registered Gas Safe engineer;

Central Heating and Appliances

- 4.04 The student will receive instruction on how to operate any heating appliance/s or central heating system and such instruction shall be given on their first day of occupancy. The extent of control that the student has over adjusting heating that affects other parts of the house, will be clearly stated;
- 4.05 No form of bottled gas or paraffin heaters will be provided by the Homestay provider as a heating source;

Electrical Installations and Applications

- 4.06 All electrical installations are certified as safe by a professionally competent electrician, preferably one that is registered with NICEIC – [A 'Competent Person' is a firm that has been approved by a government-approved scheme as sufficiently competent to self-certify that its work complies with the Building Regulations Part P (Design and Installation of electrical installations) and is designed, installed, inspected and tested to the standard required by BS 7671] in accordance with the current relevant Electrical Regulations⁵. Owners are required to have a satisfactory Electrical Installation Condition Report dated within the last 5 years (as a maximum period);
- 4.07 There should be no break in certification where there are Homestay students in residence. This is the responsibility of the Homestay provider;
- 4.08 A copy of the safety certificates to should be provided within the Homestay Welcome Pack;
- 4.09 All additions, alterations and improvements to existing electrical installations and all new installations comply with applicable Building Regulations and BS7671 and are covered by an Electrical Installation Certificate or (as appropriate) a Minor Electrical Installation Works Certificate;
- 4.10 All components used in electrical wiring installations and repairs comply with the International Standard and all appliances will be installed in accordance with Manufacturers' instructions;
- 4.11 All electrical appliances provided by the Homestay provider are functioning in accordance with manufacturers' operational limits and are capable of being operated in a safe manner. Appliances are regularly visually inspected for wear and tear and any defects remedied;

Fire Detection and Alarm Systems

- 4.12 All properties will comply with the Smoke and Carbon Monoxide Alarm Regulations 2022⁶. Any rooms containing fuel burning appliances should be fitted with a carbon monoxide (CO) detection conforming to BSEN50291;
- 4.13 All properties will be fitted with a form of fire detection incorporating an audible alarm on each level. The system will comprise as a minimum a mains powered smoke detector with battery backup on each level (to BS 5446 but preferably interlinked to BS 5839 LD3 Grade D1). Hosts are to ensure that all smoke alarms are in working order at the start of each new agreement and tested monthly throughout the agreement;
- 4.14 Each kitchen will be fitted with a fire blanket, situated a sufficient distance away from the cooker so as to be safely removed from its housing in the event of a fire on the cooker. Occupants shall be instructed in the use (and resetting) of any detection equipment and fire equipment on their first day of occupancy in the property;
- 4.15 All exit routes within a property such as hallways, landings and staircases, so far as they are under the control of the Homestay provider/agent, as far as reasonably practical, will be maintained safe, unobstructed and free of fixtures and fittings to enable evacuation of the property in the event of fire;
- 4.16 The Homestay provider will undertake an annual fire risk assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005⁷ (known as the FSO), and a copy of that shall be made available to Unipol within 14 working days of such a request being made;

Security Measures

- 4.17 External doors are of a strong, solid, safe construction and fitted with a five lever mortice deadlock conforming to BS 3621 or a euro cylinder lock. The door frames should be strong and well secured to the jambs;

The Environment

- 4.18 Where a garden or paved area exists this shall be kept in good order and free of waste and litter, so far as is reasonably practicable. The student's use of any area of the garden shall be clearly stated;
- 4.19 Hedges around external doors and windows are best kept trimmed low (usually no higher than 1m) wherever practical to avoid providing screening for burglars. Plants and shrubs shall not be allowed to obstruct the pavements or other public areas surrounding the property;
- 4.20 Where a garden exists, the path to and from the external door(s) to the house will be kept in good repair and free from obstruction;

Hygiene

- 4.21 Shared living areas and bathrooms should always be kept clean;
- 4.22 All facilities for the storage, preparation and cooking of food will be capable of cleansing and being maintained in a clean and hygienic state by the student;
- 4.23 The student shall have use of an efficient and serviceable vacuum cleaner at the commencement of the tenancy.

AT THE END OF THE STAY

Homestay providers will ensure that:

End of the Homestay Term

- 5.00 Students are issued with clear written guidelines regarding the standard of cleaning and other arrangements for bringing the agreement to an end so as to avoid misunderstandings regarding the standard of cleanliness and condition of the their bedroom expected at the end of the contract;
- 5.01 Students are transported at the end of the Homestay term to the central meeting place (as notified by Unipol not less than 2 working days before the student's arrival). Where alternative arrangements have been made for the student to depart directly from the Homestay (i.e. taxi), Hosts should ensure that instructions are clearly communicated with the student.

AT THE END OF THE STAY

Homestay providers Undertake to:

Management of Disputes

- 6.00 Where disputes between Homestay providers and students occur reasonableness and promptness in dealing with the issues by both parties is the key to the amicable and effective resolution of problems. Homestay providers therefore undertake to maintain courteous professional relations with students during any dispute;

Complaints

- 6.01 Where a complaint under the Unipol Code is contested, then the Homestay provider shall recognise the authority of the Unipol Code Tribunal⁹, which s/he recognises under the Code to determine whether the Code, agreed by them, has been breached and to make recommendation/s to the homestay provider in accordance with its views. In the event that such recommendations are not followed by the Homestay provider, then the Homestay provider will be deemed in breach of the Code and this fact will be made public to prospective student occupiers. The Unipol Code Tribunal will have the authority to exclude any Homestay provider from the Code for a period as determined or indefinitely.

Note for students:

The principle aim of the Unipol Code complaints procedure is to resolve complaints efficiently. Before commencing the procedure, it is recommended that students attempt to resolve any problems by contacting the Homestay provider in the first instance. If this is not successful, students should contact Unipol for assistance. Completed complaint forms should be submitted only after all other lines of negotiation have been exhausted. This judgement will in the first instance be made by the Unipol Codes Administrator who is charged with operating the system. In the event of a dispute, this will be a matter for a ruling by the Chair of the Tribunal. If you are a parent or relative of a student you must attach written authority from the student concerned stating that you are authorised to make a complaint on their behalf.

Schedule One: Housing Health and Safety Ratings System

The condition of all housing is now subject to Part 1 of the Housing Act 2004 and the evidence based risk assessment process of the Housing Health and Safety Rating System (HHSRS)³, on which local authorities must now base enforcement decisions. This applies to all types of residential premises, whether or not any amenities are shared.

Following a complaint, or for any other reason, a local authority may arrange to inspect premises to determine whether a category 1 or 2 hazard exists.

HHSRS assesses twenty-nine categories of housing hazard - Damp & mould growth; Excess cold; Excess heat; Asbestos (and MMF); Biocides; Carbon Monoxide and fuel combustion products; Lead; Radiation; Uncombusted fuel gas; Volatile Organic Compounds; Crowding and space; Entry by intruders; Lighting; Noise; Domestic hygiene, Sanitation and Drainage; Water supply; Falls associated with baths etc; Falling on level surfaces etc; Falling on stairs etc; Falls between levels; Electrical hazards; Fire; Flames, hot surfaces etc; Collision and entrapment; Explosions; Position and operability of amenities etc; Structural collapse and falling elements. Technical assessment is a two-stage process, addressing first the likelihood of an occurrence and then the range of probable harm outcomes. These two factors are combined using a standard method to give a score in respect of each hazard. HHSRS does not provide a single score for the dwelling as a whole or, in the case of multiply occupied dwellings, for the building as a whole.

The scores from different hazards cannot be meaningfully aggregated. There is no strong evidential basis for aggregating hazard scores, and to attempt to do this would make far more difficult the assessment of likelihood and spread of harm of hazards. However, the presence of a number of individual category 2 hazards may be a factor in an authority's decision to take action.

Hazards are scored in bands, from band A, the most severe, to band J. The relationship between these bands and category 1 and category 2 is prescribed in Regulations made under the Act. Category 1 hazards are those rated in bands A-C. Category 2 hazards are those rated band D and lower. Category 1 hazards trigger a local authority's duty under section 5 to take the appropriate enforcement action. Category 2 hazards can be dealt with under the authority's discretionary powers, which are set out in section 7.

The 2004 Act gives local authorities powers to intervene where they consider housing conditions to be unacceptable, on the basis of the impact of health and safety hazards on the most vulnerable potential occupant. The 2004 Act puts authorities under a general duty to take appropriate action in relation to a category 1 hazard. Where they have a general duty to act, they must take the most appropriate of the following courses of action:

- serve an improvement notice in accordance with section 11
- make a prohibition order in accordance with section 20
- serve a hazard awareness notice in accordance with section 28
- take emergency remedial action under section 40 or make an emergency prohibition order under section 43
- make a demolition order under section 265 of the Housing Act 1985 as amended
- declare a clearance area by virtue of section 289 of the 1985 Act as amended.

Schedule Two:

Additions and Notes For the the 2025 - 2028 Unipol Code for Homestay Hosts providing Homestay Accommodation for the University of Leeds

This Schedule details important additional information for hosts who are part of the University of Leeds Homestay programme and host University of Leeds students in their home.

This complements the information in the main declaration

Hosts agree:

- to encourage the student to feel at home by treating them as part of the household
- to respect the student's cultural background
- to encourage the participant to speak English as much as possible and ensure that English is the primary language spoken in the home
- to show due concern for the welfare, safety and security of the student during their stay
- to provide students with advice and information as to their location and the frequency and numbers of buses to allow them to travel from your house to the University and home back again
- to not intervene in students study by assisting them in their academic work. (Note: any assistance received on assessed material is classed as cheating and students can be penalised and this could result in them being failed on their course)
- to liaise with Unipol in order to help resolve any problems that may arise during the term
- to provide a healthy and balanced diet for the student (see meal provision below on page 9 of Homestay Code)
- that no more than 4 paying guests should be staying at the property
- to not accommodate more than one student with the same first language, unless specifically requested in writing by Unipol (including non-Homestay guests)

MEAL PROVISION

As often as possible meals should be home cooked. Ready/microwave meals are not acceptable but hosts may wish to occasionally provide takeaways. Meals should broadly follow the guidelines shown below fitting in with your usual household diet. Participants will expect to have the same meals as others in the household and to eat with them. The Language Centre encourages hosts and participants cooking together or for hosts to encourage participants to cook a traditional dish for the family during their stay.

If for any reason, the participant cannot eat with the host, the participant must inform the host who will be expected to keep a meal in the fridge for the participant's return and allow facilities to heat it. The host is not required to heat and serve a meal in these circumstances.

Breakfast: Monday to Friday - students might be offered fruit juice, tea or coffee, cereal, yoghurt, toast with butter and jam or marmalade or a cooked egg. At weekends students might be offered a cooked English breakfast.

Evening meal: This should be the main meal of the day to include meat, poultry, fish or cheese, or a suitable equivalent. If you are a vegetarian family and do not wish to prepare meat or fish then you must inform the student of this before arrival so they accept this as part of their visit.

Weekends are full board and will require the provision of lunch (or a packed lunch, if required).

GENERAL INFORMATION

Payment details

The University of Leeds will make payments to the host on behalf of the students by BACS. Hosts receiving Language Centre students for stays up to 10 weeks will be paid in full before or on the first day of the student's occupation. For stays over 10 weeks will be paid in 10 week cycles in advance.

Length of Homestay contracts

The length of Homestay contracts vary. Typically contracts last between 1 to 3 months, but may last up to 1 year.

Data protection

Information provided by you as a host or participant to Unipol Student Homes about your Homestay accommodation and personal details relating to you are held electronically at Unipol. This information is only available to staff working directly on placing applicants with suitable hosts and staff working within the Unipol Accreditation process and will be only made available to accrediting bodies upon request. You are entitled to view the information held about you/ your Homestay accommodation if you wish. If you would like access to your records, you should contact Unipol.

Social networking

Please be aware that once hosts/participants have received your profile they may look you up on social networking websites such as Facebook. We encourage hosts and participants to contact each other and exchange information before the participant begins their Homestay placement. Hosts and participants are advised to exercise caution when making content available on social networking websites.

What to do in an emergency

Please observe the following guidance in regards to emergency situations which may arise

What to do first

Where emergency medical attention is required the emergency services should be contacted by dialling 999.

Contacting the University of Leeds Language Centre

In addition to contacting the emergency services you should contact the Language Centre on 0113 343 2646 within normal UK working hours (Monday to Friday 9am - 5pm) or outside these times contact the University of Leeds Security Control Room on 0113 343 5494.

For non-emergencies

Hosts can contact local health services, the Student Medical Practice can be contacted for advice and appointments or you can call 111 for out of hours medical advice.

The contact details for the Student Medical Practice are:

Leeds Student Medical Practice
4 Blenheim Court
Blenheim Walk
Leeds LS2 9AE
Tel: +44 (0)113 295 4488

Counselling and support

University Student Counselling Service: 0113 343 4107

Income Tax

It is unlikely that payments from Language Centre student placements will exceed the tax-free earnings threshold for letting out furnished accommodation in your home; however, if you regularly host participants from other institutions, you may be affected by this limit. It is recommended that you check the current tax-free threshold and familiarise yourself with the Government's guidance on becoming a resident landlord: <https://www.gov.uk/rent-room-in-your-home>¹⁰.

Please contact the Revenue and Customs if you require further information about this.

Hosting students from other agencies

If a family is hosting juniors (under 18s) from another organisation they have to be aware that University of Leeds Homestay international students have not been DBS checked.

2025-2028 Unipol Code for Homestay Hosts Providing Homestay Accommodation for the University of Leeds



Homestay Provider's Declaration

I (name): _____

Property address: _____

Number of students/paying occupants accommodated at the property: _____

I/We Acknowledge and agree that:

I/we wish to join the Unipol Code for Homestay Hosts Providing Homestay Accommodation for the University of Leeds ("the Code") from the date of this declaration until 31st July 2028, and that I/we agree to meet all the terms and conditions of the Code and abide by the regulatory mechanisms and complaints procedure as stated in the Code and available from the Unipol website.

I/we further declare that my/our conduct will be in line with that outlined in the Code.

In consideration for being permitted to join the Code, I/we agree and undertake to pay a fee of £72 to join the Code and any future Code fees, including any additional fees as follows:

In the case of inspections, if issues are identified, a timetable for any works of procedures is agreed and then, dependent on the nature of the findings, a re-inspection may be required. During this short re-inspection, the Accreditation Officer/Inspector will check that the required work has been completed to the expected standard. If it is clear from the re-inspection visit that not all of the works have been completed, then a second re-inspection is required and a fee of £75 (inclusive of VAT) will be charged to the owner occupier/agent for that and each subsequent inspection needed.

All of the above fees and payments are correct as at the date of this declaration but may be amended by Unipol during the time period when I/we are a member of the Code.

I/we wish to declare that our property (as listed above) meets with the terms and conditions of the Code. I/we accept that it is an important part of the Code to inform occupants of our membership and agree to make a copy of the Unipol Code available to all.

Upon acceptance of this signed declaration and payment of the Code fee I/we will be a member of the Code and acknowledge and agree that upon any failure to make payments or otherwise comply with the provisions of the Code then our membership may be terminated by the Unipol Code Tribunal.

I/we accept that Unipol and its affiliated business partners may use my personal information for the purpose of administering the Code, providing services, administration, and training and may disclose information to its service providers and agents for these purposes. If my personal details or the properties I/we own/manage changes I/we agree to inform Unipol.

Signed (Authorised signatory): _____

Printed name: _____

Dated: _____

Email Address: _____

Telephone Number: _____

Registered Office: Unipol, 155/157 Woodhouse Lane Leeds LS2 3ED. Registered Charity No: 1063492

Telephone: 0113 243 0169 E.Mail: info@unipol.org.uk

Website: www.unipol.org.uk

References

1. **Tenant Fees Act 2019** - The Tenant Fees Act bans most letting fees and caps tenancy deposits paid by tenants in the private rented sector in England. The ban on tenant fees applies to new or renewed tenancy agreements signed on or after 1 June 2019. Full guidance: <https://www.gov.uk/government/collections/tenant-fees-act>
2. **Furniture and Furnishings (Fire) (Safety) Regulations 1988** - The UK Furniture and Furnishings (Fire) (Safety) Regulations 1988 set fire resistance requirements for cover materials and fillings used to make domestic upholstered furniture. Full guidance: <https://www.legislation.gov.uk/uksi/1988/1324/contents/made>
3. **Housing Health and Safety Rating System (HHSRS)** - The housing health and safety rating system (HHSRS) is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales. Guidance can be found online via the following link: <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>
4. **Gas Safety (Installation and Use) Regulations** – <https://www.legislation.gov.uk/uksi/1998/2451/contents/made>
5. **The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020** - Require that landlords have property electrics checked at least every 5 years by a properly qualified person. The electrics must meet standards and landlords must give their tenants proof of this. Guides on the regulations for landlords, tenants and local authorities are available here: <https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities>
6. **The Smoke and Carbon Monoxide Alarm (England) Regulations 2022** – – These regulations were updated in 2022 and now require private rented sector landlords to have at least one smoke alarm installed on every storey of their rental property (which is used as living accommodation), and to ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers). The landlord must make sure the alarms are in working order at the start of each new tenancy. Full guidance: <https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants>
7. **Regulatory Reform (Fire Safety) Order 2005** – The FSO introduced duties on the responsible person, (ie. the person in control of premises) in relation to fire safety in the common parts of HMOs, flats, maisonettes, bedsits and sheltered accommodation where no personal care is provided. The duty is to carry out a fire risk assessment and to take specific action to minimise the risk of fire in common parts. Full guidance: <https://www.legislation.gov.uk/uksi/2005/1541/contents/made>
8. **Housing Act 2004** - The full version of the Housing Act 2004 is available via the following link: <https://www.legislation.gov.uk/ukpga/2004/34/contents>
9. **Unipol Code Tribunal** - The Tribunal is an independent body that considers Code complaints where the parties have not been able to reach agreement about a dispute. Details of how the Tribunal operates can be found via the following link: <https://www.unipol.org.uk/the-code/how-to-complain/the-tribunal>
10. **Rent a room in your home** – Government guidance for those letting out part of a property which is their only or main home: <https://www.gov.uk/rent-room-in-your-home>