



UNIPOL CODE

For Shared Student Housing in the
Private Sector of Leeds

2021 - 2024

The Unipol Leeds Code (2021-2024)

For Shared Student Housing in the Private Rented Sector in Leeds

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

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

Compliance with the Code will ensure that:

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

Unipol will ensure that the fact that a member has agreed to comply with the Unipol Code will be made explicit on property advertisements, which will be given priority within Unipol's letting system and the Unipol Code will be actively promoted amongst students searching for housing. It is the policy of the educational establishments and their students' unions in Leeds to advise their students only to rent a property where the owner/agent has signed the Unipol Code.

Adoption of the Unipol Code is voluntary. Making a commitment to abide by the Unipol Code is a serious matter and a failure to meet such a commitment is a breach of faith. Unipol tests members for the purpose of checking compliance with the Unipol Code and tenants can complain where they feel a breach has occurred. Information showing that members are not complying with the Unipol Code is in the public domain and will remain accessible for three years even if the member leaves, or is removed from the Unipol Code.

Licensing

In the case of properties which fall under Mandatory, Additional or Selective licensing, where a licence includes a particular condition that is different to a requirement of this Unipol Code, then compliance with the relevant licence condition will take precedence.

This Code operates from 1st September 2021 to 31st August 2024.

EQUALITY AND DIVERSITY

- 1.00 In all dealings with tenants (both past, actual and prospective) no person is treated less favourably than any other 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 PROPERTY TO TENANTS

Members will ensure that:

- 2.00 Advertising and other information made available to prospective tenants is complete, accurate and not misleading;
- 2.01 'To Let' boards must comply with Leeds City Council's Letting Board Code¹;
- 2.02 All prospective tenants are granted an opportunity to view the property, having due regard to the rights of existing tenants;
- 2.03 Interested parties are offered a copy of any contractual terms under which a property is offered, such terms to include details of any fees payable in addition to rent and any arrangements involving tenants' guarantors. Interested parties are, when specifically requested, permitted not less than 24 hours within which to seek independent advice regarding those contractual terms, during which time the property will not be remarketed;
- 2.04 Tenancy agreements do not contain any unfair terms (as defined in the Part 2 of the Consumer Rights Act 2015²) or any terms or conditions that conflict with the tenant's statutory or common law rights or the provisions of this Code;
- 2.05 It may be useful for members to make use of the relevant Unipol model tenancy agreement and guarantor agreement, which limits the guarantors liability to an individual tenant;
- 2.06 Members will abide by the UK Advertising Codes as set by the Advertising Standards Agency, and by all its regulatory mechanisms;
- 2.07 Except for a holding deposit as permitted by the Tenant Fees Act 2019³, prospective tenants are not asked to pay any money before they enter into a written agreement to rent a specific property. (Note: it is acceptable for members to ask tenants to make permitted payments on the same day as, and as a pre-condition to, entering into a written tenancy agreement, but not sooner);
- 2.08 Where WiFi is referred to it should be made clear whether this is being provided within the rent or at an additional cost; it should also make clear exactly what sort of provision is being made available to users, especially where the 'free' elements cover only a base service and a charge is made for enhancements to this;
- 2.09 Prospective tenants are issued with a clear statement of the rent due to be paid, including the dates, amounts and method of payments due to be made during the contract;
- 2.10 The member clarifies whether s/he retains responsibility for payment of water charges, utility charges and Council Tax, or whether these charges fall to the tenants to pay. The division of responsibility and any "fair use caps/limits" for energy use must be accurately reflected in the terms of the letting agreement;
- 2.11 Written receipts are issued, where requested by a tenant or future tenant, for all monies demanded whether for rent, deposit (in accordance with the requirements of the relevant deposit protection scheme), utility or service charges. Where transactions are undertaken in cash a written receipt will always be provided by the landlord/agent;
- 2.12 Members will comply with the Consumer Rights (Payment Surcharges) Regulations 2012⁴ and will not make charges for payments received by card;
- 2.13 The name of the landlord of the property must be stated on the rental agreement (this includes properties managed by an agent), which should also give an address in England at which notices and legal proceedings may be served. Where the property is managed by an agent, the agreement should also give the agent's name, contact address and telephone number;
- 2.14 At the commencement of the tenancy, or other date mutually agreed with the tenants, all obligations on the part of the owner in regard to the repairs and property maintenance and improvements to the property have been fully discharged;

Rent Liability

Utility Charges

Identity and Address

State of Repair and Refurbishments

Marketing the Property as Part of the Unipol Code

Cleaning

- 2.15 Where a property is undergoing refurbishment and the building programme is running late, and where this may result in the property not being ready for occupancy ("ready" meaning ready for beneficial occupation and safely fit for use for its intended purpose), the landlord/agent shall inform the future tenants, in writing, at the earliest possibility of this likelihood and its consequences for them;
- 2.16 In the event that following the commencement of a tenancy a property/room/s are not ready for occupation on the date that the tenancy begins, then suitable alternative accommodation will be provided by the landlord/agent, if required by the tenant/s and no rent will be payable for the property room/s that are not ready during that period. Alternative accommodation provided within the same property is acceptable. A kitchen that is not ready would count as a 50% rent reduction on the property rent, as would a sole bathroom;
- 2.17 In the event that the tenant has agreed that the landlord/agent can undertake works within an agreed timescale, where such works render part of the property or room/s unoccupiable during the tenancy this must be agreed in writing. In the absence of any such agreement, and a complaint being made by a tenant, this would be interpreted to mean that consent had not been given. In the event that there is a designated 'lead tenant' within the property and they had provided written consent, then this would mean all the tenants had given consent;
- 2.18 In marketing a property members should use the phrase "Unipol Code" or "Unipol Code Owner" or "Member of the Unipol Code" to describe themselves, and "Unipol Code Property" or "Property meets the Unipol Code" to describe a property;
- 2.19 Members may use the Unipol Code logo (either as a landlord/agent supplier or for the property/ies to which they relate) in promotional materials, and electronic versions of these logos can be supplied. It is not possible to use the Unipol logo, which is for Unipol's exclusive use only.
- 2.20 At the start of the tenancy the member will ensure the property is clean. Where this has not been achieved and there is a material effect on the comfort and convenience of the tenants, the member will inform the tenants of the timescales in which the property will be cleaned; it is expected that these timescales will reflect a Priority 2 Urgent response, within 5 working days.

DURING THE TENANCY

HMO Licensing

Ensuring Possession

Informing Tenants of the Unipol Code

First Refusal

Access

Members will ensure that:

- 3.00 Where mandatory HMO, additional or selective licensing applies (under Part II or III of the Housing Act 2004) they have a current licence, or have made an application. Properties will comply with licence conditions within timescales specified on each licence. All non-licensable properties should normally meet with the relevant Local Authority's Advisory Standards or should comply with any timescale agreed with the council. Full details of LCC's Advisory Standards⁵ are available from their website. Landlords will comply with The Management of Houses in Multiple Occupation (England) Regulations 2006⁶;
- 3.01 Tenants are provided with the latest edition of 'How to rent: a checklist for renting in England⁷' at the commencement of the tenancy agreement;
- 3.02 Business is pursued by him/her in a professional, courteous and diligent manner at all times;
- 3.03 All statutory notices seeking possession are served on the current tenants in order to mitigate any delay and hardship to the owner and incoming tenants that may be caused where existing tenants refuse to give up possession at the end of their contractual tenancy;
- 3.04 A copy of the Unipol Code will be made available to all tenants. This can be done via a web link or a paper copy of the Unipol Code can be given to the tenant/s. The Code logo should appear on members' websites;
- 3.05 Subject to reasonable performance by tenants of their obligations under the terms of their existing tenancy, the current tenant/s are offered first refusal for any subsequent letting of the property;
- 3.06 Where access is required for routine inspection/s, repairs or maintenance, the tenants must receive notification of the date, time and purpose of the visit at least 24 hours in advance, as well as the possible time spans within which the visit will take place, except in the case of an emergency or if shorter prior permission has been given by the tenant/s. Tenant privacy and entitlement to freedom from unnecessary intrusion is respected;

Tenant Privacy and Data

Repairs and Maintenance

Planned Programmes of Repair/Improvement and Cyclical Repairs Programmes

Furniture and Storage Space

Kitchen Facilities

Toilet and Personal Washing Facilities

- 3.07 Where CCTV cameras are fitted, they can only be located in the communal entrances/hallways of properties and on the exterior of buildings and not within dwellings. Any usage of CCTV cameras must comply with relevant data protection legislation and give due regard to tenant privacy and entitlement to freedom from unnecessary intrusion;
- 3.08 Tenant data will be fairly and lawfully processed in accordance with GDPR and the Data Protection Act 2018²⁶;
- 3.09 At suitable intervals throughout the tenancy, landlords/agents should normally conduct visits to properties to ensure that they are free from hazards and disrepair;
- 3.10 Each property is maintained in a satisfactory state of repair and condition and (as a minimum) meet the requirements of section 11 of the Landlord and Tenant Act 1985⁸ and the Homes (Fitness for Human Habitation) Act 2018⁹;
- 3.11 Under normal circumstances the following repairs completion performance standards should be achieved:
- Priority One – Emergency Repairs:** Any repairs required in order to avoid a danger to health, risk to the safety and security of residents or serious damage to buildings or residents' belongings. Within 24 hours of report of the defect/s.
- Priority Two – Urgent Repairs:** Repairs to defects which materially affect the comfort or convenience of the residents. Within five working days of report of the defect/s.
- Priority Three – Non Urgent day-to-day repairs:** Reactive repairs not falling within the above categories. Within 28 days of report of the defect/s or by arrangements with the occupiers after that time. Decorative finishes to be made good within reasonable timescales if damaged or disturbed during repairs;
- 3.12 Tenants are provided with a point of contact in case of emergencies;
- 3.13 Planned and cyclical maintenance and servicing tasks such as gas appliance servicing, electrical inspections and related works, fire detection and equipment servicing, gutter and window cleaning, exterior and interior painting are carried out at appropriate intervals (so as to minimise the need for reactive repair and maintenance) and with due regard to the convenience of occupants;
- 3.14 Where a dispute occurs between the member and tenant/s as to when a repair has been reported then the date on which the repair was reported to the owner in writing shall be the accepted date;
- 3.15 Contractors and trades persons should behave in a professional and courteous manner at all times, carry out work to a good standard and remove all redundant components and debris from site on completion of the works;
- 3.16 All study bedrooms contain a bed, adequate clothes storage space, a desk, chair and curtains/blinds which are properly hung/fitted. Study desks and chairs should be adequately sized and suitable for purpose;
- 3.17 All furnishings and furniture are clean and in reasonable condition at the commencement of the tenancy and comply, as appropriate, with the Furniture and Furnishings (Fire) (Safety) Regulations 1988¹⁰;
- 3.18 Kitchens should meet with the Local Authority's advisory standards⁵, especially in respect of the provision of cooking facilities, sinks, electrical sockets, worktops and cupboards.
- 3.19 Where amenities are shared an adequate number of suitably located baths and/or showers and wash hand basins are provided, with constant hot and cold running water supplies and in a ratio of amenities to occupants that does not exceed 1:5;
- 3.20 Where amenities are shared, an adequate number of suitably located WC's are provided and in a ratio of amenities to occupants that does not exceed 1:5;
- 3.21 Where there are up to four occupants sharing facilities, the WC may be located within the bathroom. Where five or more occupants are sharing, a WC must be located separate from the bathroom for every five occupants, however where a WC is located within an additional bathroom this will be satisfactory as a 'separate WC', provided that the bathroom is shared by no more than four people;

No. of Occupiers	No. of Separate WCs	No. of Bathrooms with WC
Up to 4	1	1
5	1*	1
6	2	2
7	2	2
8	2	2
9	2	2
10	2	2
11	3	3
12	3	3
13	3	3
14	3	3
15	3	3

*Must be located separate from the bath/shower

- 3.22 Where a WC is located in a separate compartment then a wash hand basin, with hot and cold running water, should also be provided within the same compartment;
- 3.23 Where a shower/s is/are provided, they will be fitted with a waterproof surround and a screen (which could be a curtain). Where a shower is provided a suitable electrically operated extractor fan shall be fitted in accordance with Building Regulations.

HEALTH AND SAFETY

Housing Health and Safety Rating System

Gas Appliances and Supply

Liquefied Gas/ Paraffin Heaters and Appliances

Electrical Installations and Appliances

Members will ensure that:

- 4.00 The property and boundary is maintained, as reasonably practicable, free of any avoidable or unnecessary hazards as defined in the Housing Health & Safety Rating System²⁴ (see schedule attached to this Unipol Code). Particular attention should be paid to hazards such as excess cold, damp and mould, noise, falls on stairs or between levels, fire and entry by intruders.
- 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) Regulations¹¹;
- 4.02 All gas appliances will be serviced annually by an engineer endorsed by Gas Safe Register. Verification of the gas safety check will be provided to all new tenants at the start of the tenancy, and copies of the gas safety check record for any subsequent safety checks undertaken during the period of the tenancy will be supplied to tenants within 28 days of that safety check being conducted;
- 4.03 All repairs and maintenance on gas installations and appliances are carried out by a Gas Safe registered engineer;
- 4.04 All properties will comply with the Smoke and Carbon Monoxide Alarm Regulations 2015¹². Where a working gas fire is situated in a bedroom, or solid fuel combustion appliances are used in other living accommodation, a carbon monoxide (CO) detector conforming to BSEN50291 should be fitted in each affected room;
- 4.05 No form of bottled gas or paraffin heaters will be provided by the owner or tenants as a heating source;
- 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 person/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 BS7671. The member will comply with the inspection and reporting obligations in The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020¹³.
- 4.07 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;

Fire Detection and Alarm Systems

- 4.08 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;
- 4.09 All electrical appliances provided by the owner 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;
- 4.10 Residual current device (RCD) protection should be provided to all consumer units;
- 4.11 An emergency light should be installed next to any consumer unit located in a cellar;
- 4.12 Instructions for the safe use of all electrical appliances (including cookers, space and water heaters, fridges and freezers) will be given on request.

The following standards apply to shared properties according to the number of storeys and tenants – this information is supplied in grid format at the end of the document:

4.13 **Single household and/or two unrelated persons (up to 4 storeys)**

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in any cellar and in the living room, plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals);

4.14 **Shared HMOs (up to 4 storeys and 4 tenants)**

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space, in basements and in the living room(s), plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) and FD30 fire doors to any risk rooms which open onto the route of escape (including living rooms);

Shared HMOs (up to 2 storeys and 5+ tenants)

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space, in basements and in the living room(s), plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) and FD30 fire doors to any risk rooms which open onto the route of escape (including living rooms);

Shared HMOs (3-4 storeys and 5+ tenants)

- An LD1 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in basements, in the living room(s) and in all bedrooms, plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals), plus a 30 minute protected route of escape with all bedrooms and living rooms fitted with quality assured, closely fitting FD30 fire doors (with effective overhead hydraulic self-closer to the living room and any risk rooms opening onto the route of escape);

Shared HMOs (5-6 storeys)

- An LD1 Grade A AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in basements, in the living room(s) and in all bedrooms, plus a heat detector in the kitchen. The detectors must be linked to a control panel and the system should incorporate manual call points on landings and next to final exits;
- A full 30 minute protected route of escape is required, with self-closers, intumescent strips and cold smoke seals on all fire doors;
- Emergency lighting required along route of escape; plus fire separation of top floor in 5 storey/top two floors in 6 storey properties; plus lobby protection to all floors except the top floor and a secondary route of escape from the top floor (top two floors in 6 storey properties);

4.15 **Bedsit-Type HMOs (up to 2 storeys)**

- A mixed grade system is required, comprising of an interlinked LD2 Grade D1 system, with smoke detection in stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each bedsit; plus a stand-alone (non-interlinked) Grade D1 smoke alarm in each bedsit;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat/bedsit entrance and any other risk room which opens onto the communal route of escape;

Bedsit-Type HMOs (3-4 storeys)

- A mixed grade system is required, comprising of an LD2 Grade A AFD with smoke detection in stairwells, corridors and lobbies that form part of the communal escape route and an interlinked heat detector in each bedsit (these detectors must be linked to a control panel and the system should incorporate manual call points on landings and next to final exits); plus, a non-interlinked Grade D1 smoke alarm in each bedsit;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat/bedsit entrance and any other risk room which opens onto the communal route of escape;

Bedsit-Type HMOs (5-6 storeys)

- As above in terms of both the protected route of escape and AFD system, with addition of emergency lighting throughout the route of escape;
- 30-minute fire separation across the stairway between second and third floors and between fourth and fifth floors;
- Lobby protection to all floors except the top floor or secondary means of escape from top floor where there in 5 storey properties. Lobby protection to all floors except the top floor and secondary means of escape from top two floors in 6 storey properties;

4.16 **Buildings converted into self-contained flats (up to 2 storeys)**

- A mixed grade system is required, comprising of an LD2 Grade D1 system to protect common areas, with smoke detection in any stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each flat (in the lobby/hallway which opens onto the route of escape); plus, a separate LD1 Grade D1 system in each flat, incorporating smoke detection in corridors/lobbies, in the living room(s) and in the bedroom(s), plus a heat detector in the kitchen;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat entrance and any other risk room which opens onto the communal route of escape;

Buildings converted into self-contained flats (3-4 storeys)

- A mixed grade system is required, comprising of an LD2 Grade A system to protect the common areas, with smoke detection in any stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each flat (in the lobby/hallway which opens onto the route of escape); plus, a separate LD1 Grade D1 system in each flat, incorporating smoke detection in corridors/lobbies, in the living room(s) and in the bedroom(s), plus a heat detector in the kitchen. The LD2 Grade A system should be linked to a control panel in the ground floor communal hallway and incorporate manual call points along the route of escape;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat entrance and any other risk room which opens onto the communal route of escape;

Buildings converted into self-contained flats (5-6 storey)

- As above but with the addition of emergency lighting throughout the route of escape and 30 minutes fire separation between units of accommodation throughout;
- 30-minute fire separation is required across the stairway between second and third floors and between fourth and fifth floors;

- 4.17 All properties are provided as a minimum with fire safety measures that meet with sections 4.13, 4.14, 4.15 and 4.16 above; for other property types not covered above, Leeds City Council's current advisory "Fire Safety Principles for Residential Accommodation¹⁴" of their type (individually determined by LCC for properties not

covered by those principles) will apply. The minimum requirement of which is the provision of a mains-wired, interlinked fire detection system, with smoke detection throughout the common areas and in the principle habitable room, plus a heat detector in the kitchen (LD2 Grade D1 AFD);

- 4.18 Properties with common areas have a fire safety risk assessment, as required by the Regulatory Reform (Fire Safety) Order 2005¹⁵. The fire safety risk assessment is made available to Unipol within 14 working days of request. (Note: A fire risk assessment is not required where the property is let to several persons as a group on a single tenancy agreement. For further guidance on risk assessments, search for LACoRS on the Unipol Website www.unipol.org.uk. The appendix to LACoRS guidance has an example form for landlords to record the findings of their fire risk assessment.);
- 4.19 In all cases, cellars/basements should be fitted with mains-wired fire detection, which is interlinked with the detection throughout the rest of the property. All basements/cellars should contain fire separation between the basement and the ground floor escape route, including the staircase soffit and spandrel, with a self-closing FD30S door fitted at the head of the basement stairs if the cellar opens on to the means of escape. Where the route of escape from habitable basement rooms passes through a risk room (such as a living room/kitchen), a suitable secondary means of escape should be provided at basement level. All basements/cellars should comply with Leeds City Council's Fire Safety Principles for Residential Accommodation¹⁴ document;
- 4.20 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;
- 4.21 Particular care should be taken to ensure there is no build-up of combustible material around grills and ovens, which can become a serious fire hazard. Owners should ensure the cooker is thoroughly cleaned at least once a year and that tenants are informed of their need to clean their cooker regularly and remedial action taken (at the tenants' expense if necessary, and where this is allowed for in the letting agreement) if the cooker remains hazardous;
- 4.22 All exit routes within a property, such as hallways, landings and staircases (so far as they are under the control of the owner/agent and 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;
- 4.23 The primary escape route should not pass through bedrooms, lounges or kitchens. If there is no alternative to this then a secondary means of escape is required. Escape windows and doors should be capable of being opened from the inside of the property without the use of a key - this includes bedroom doors from the inside of the room. The specification for escape windows is provided in Leeds City Council's Fire Safety Principles for Residential Accommodation¹⁴;
- 4.24 Back to back properties will comply with the requirements specified in Leeds City Council's Fire Safety Principles for Residential Accommodation¹⁴.
- 4.25 Members should undertake a risk assessment to determine whether emergency lighting should be installed on escape routes, but normally this will not be required. Emergency lighting would be required if the escape route is long and complex or where there is no effective borrowed light. Emergency lighting should be serviced and tested annually, in accordance with BS 5266. An emergency lighting testing certificate/report should be made available to Unipol on request;
- 4.26 Members should ensure that Fire Alarm Systems are properly checked and maintained by a competent person annually in accordance with BS5839 (a 'competent person' is someone having specialist knowledge of servicing fire detection, fire alarm systems and emergency lighting). Grade A systems should be checked as a minimum every six months, other types of systems annually. A Fire Alarm System Test Report should be made available to Unipol on request;
- 4.27 Where any period doors in a property are removed to fit fire doors, wherever possible these should be retained on the premises for use by a subsequent owner.
- 4.28 External doors are of solid core timber, metal framed UPVC construction or specialist security doors. All glazing in doors must be either wired or laminated glass (where this may cause historic decorative glasswork to be removed, advice can be sought from Unipol who will assess this requirement on a case by case basis);
- 4.29 The external door frames should be strong and well secured to the jambs. If an external door is replaced it is recommended that the full door set will be replaced too, ensuring that this meets with BS: PAS24: 2016 'doors of enhanced security' – as a minimum (advice can be sought from Unipol on a case by case basis);
- 4.30 Where the property contains three or more tenants, all external doors should be fitted

Security Measures

with a mortise lock with internal thumb turn allowing keyless escape from the building, using either a five lever mortise lock conforming to BS3621 or a euro cylinder lock. Existing euro cylinder locks may be accepted, but any cylinder locks which are replaced should conform to the Sold Secure Diamond Security Measures Standard SS312 or TS007:2012 3 star rated, as a minimum;

- 4.31 All existing letter boxes located within 0.5 metres of any latch or thumb turn lock are fitted with a device on the inside to prevent thieves from putting their hands or gadgets through the letterbox and trying the latches from the inside. New door sets meeting BS: PAS24-1:2016 are designed with acceptable letter box restriction;
- 4.32 Ground floor and upper storey windows accessible from ground level, or over a roof, are of sound and secure construction. All non-double glazed windows in these locations require a lock. Where key operated locks are fitted owners should ensure that tenants are provided with keys. It is recommended that all such windows (which are not fire escape routes) be fitted with window restrictors constructed from plastic metal or straps to help against opportunist theft. Where sash windows are fitted there should be a secondary catch which restricts opening to between 10-15cm;
- 4.33 Security grilles are not necessary if good quality doors and windows are fitted, and their use is strongly discouraged. Any security grilles fitted to exit doors and windows must not impede the escape route. They must be easily openable without the use of a key, with a suitable cowl being fitted to prevent opening from the exterior. It is recommended that security grilles on ground floor windows should only be fitted internally and, where they form part of the protected route of escape from fire, must be easily removable. If security grilles are newly fitted it is recommended that they meet the LPS1175 SR1 standard;
- 4.34 It is recommended that exterior dusk until dawn or movement sensory security lights are fitted to ground floor rear entrances where a garden or yard is present;
- 4.35 Tenants are provided with crime prevention information on moving in. Information for landlords for their tenants is available from the Unipol Office. Members should advise tenants on the correct operation of all security measures provided and check from time to time that this advice is being conformed with;
- 4.36 It is recommended that a notice board is fixed solidly to a wall within a communal area of the property for the display of relevant security information;
- 4.37 Any flat or house with ground floor occupancy should be equipped with a non-key operated burglar alarm, which is reliable and effective and does not sound for longer than 20 minutes after activation. New burglar alarms should always be fitted by NSI, SSAIB, or suitably approved contractors and equipment which has proved to be unreliable or ineffective should be replaced;
- 4.38 Contact names and addresses of two key holders should be notified in writing to Leeds City Council's Anti-Social Behaviour Team so that contact can be made in the event of a malfunctioning alarm. A mobile number is preferred. Members can register key holder details by emailing LASBT@leeds.gov.uk;
- 4.39 Contractors and tenants should be supplied with the code numbers of alarms;
- 4.40 Door bells, where fitted, should be maintained regularly to ensure that they remain operational;
- 4.41 Hedges around external doors and windows at the front of the property are best kept trimmed low (usually not higher than 1m), wherever practical, to avoid providing screening for burglars. To the rear, hedges must be kept trimmed but can be higher to provide a physical barrier to intruders. Plants and shrubs shall not be allowed to obstruct the pavements or other public areas surrounding the property;
- 4.42 All drainpipes close to vulnerable upper floor windows should be fitted with anti-climb measures above 2 metres. Anti-climb paint should be renewed in line with manufacturers' recommendations;
- 4.43 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 occupants;
- 4.44 All properties will be provided with an efficient and serviceable vacuum cleaner at the commencement of the tenancy;
- 4.45 All floor coverings in kitchens, bathrooms and WC's are capable of being cleaned with suitable domestic disinfectant products;
- 4.46 Members must take all reasonable measures to ensure that properties are let and remain vermin free throughout tenancies. Where vermin issues arise, the member must take reasonable steps to provide appropriate vermin control using professional pest control services where necessary. Premises and tenants should be managed to prevent any accumulations of waste that might form sustenance and harbourage for vermin;

Hygiene

Pest Control

Communal Areas

- 4.47 Tenants are made aware of who is responsible for the cleaning of communal areas, including common staircases and landings outside of the dwelling, and that these are kept free from rubbish and any obstruction;
- 4.48 A handrail should be fitted on all staircases, internal and external, which consist of three or more steps;
- 4.49 All properties are provided with adequate lighting, particularly the communal areas and especially on internal staircases. Properties must also be sufficiently well ventilated.

THE ENVIRONMENT AND SUSTAINABILITY

Energy Performance Certificates (EPCs)

Electrical Appliances

Low Energy Lighting

Central Heating

Energy Efficiency

Members will ensure that:

- 5.00 Tenants are provided with a copy of a current Energy Performance Certificate for the property, with a minimum rating of EPC band 'E', as per Minimum Energy Efficiency Standards (MEES)¹⁶;
- 5.01 New electrical appliances should have an energy efficiency rating of 'B' or higher. Unwanted electrical appliances are promptly recycled or disposed of in an appropriate way. (Note: guidance is available at www.gov.uk/find-registered-waste-carrier and <https://www.recycleyourelectricals.org.uk>);
- 5.02 Wherever possible, low energy bulbs are either provided in properties or tenants are encouraged to supply their own low energy light bulbs in compatible fittings;
- 5.03 Central heating (or electrical heating) is provided. The central heating system should be adequate, controllable and programmable by the tenants;
- 5.04 Clear written instructions for the safe and energy-efficient use of all central heating and hot water systems will be given;
- 5.05 Any electrical panel heater in a building, designed to comply with Part L of the Building Regulations 2002¹⁷ as a minimum, is fitted with an on/off switch and 24 hour timer, or a timed booster system that allows a pre-set period of use will be satisfactory;
- 5.06 All wet central heating systems will include thermostatic radiator valves (TRVs) on all radiators (except one);
- 5.07 All properties are provided with a minimum level of energy efficiency measures to include hot water tank and pipe lagging and adequate insulation to roof void areas, where appropriate;
- 5.08 Energy efficiency improvements are incorporated, where practical, into refurbishment schemes and such schemes should comply with current Building Regulations, where applicable. Landlords are advised to concentrate on improving roof insulation (ideally 250mm depth if using conventional materials) and wall insulation with cavity wall insulation or internal insulation (dry lining). Replacing older boilers with condensing type boilers can also be effective. Energy efficiency advice can be obtained by telephoning The Department of Energy's Energy Saving Advice Service on 0800 444 202;

COMMUNITY RELATIONS

Anti-Social Behaviour

Members will ensure that:

- 6.00 Members will encourage tenant-like and neighbourly behaviour from tenants. In the event of any anti-social behaviour (defined as "behaviour likely to cause alarm, harassment, inconvenience or distress to members of the public not of the same household as the perpetrator") by tenants and/or visitors, landlords will use reasonable endeavours to intervene, with a view to ending that behaviour and ensure that the occupants are treating the property and its environs in a tenant-like manner. It is accepted that not all intervention will be successful and, in this case, assistance will be requested from a number of statutory and non-statutory agencies who may be able to intervene. Unipol will provide on its website information on the services and agencies available to members, including help from the educational establishments and Unipol in dealing with problem tenants. For more information www.westyorkshire.police.uk/advice/abuse-anti-social-behaviour/anti-social-behaviour/antisocial-behaviour/how-we-can-tackle-anti-social-behaviour. Where students are studying at the University of Leeds, Leeds Beckett University, Leeds Trinity, Leeds College of Music or Leeds City College, use can be made of the Neighbourhood Helpline (a 24 hour dedicated voicemail and email service) that responds within 24 hours to those experiencing any problem living in the community (such as uncollected rubbish,

Gardens and Yards

Recycling and Waste

neglected gardens, noisy neighbours, illegal parking and other environmental problems) on 0113 3431064 or email neighbourhood.helpline@leeds.ac.uk;

- 6.01 In respect of matters that can be regarded as anti-social behaviour, neighbouring residents and representative organisations shall have access to and be eligible to use the complaints procedure. A neighbour shall be defined as a resident living within 400 metres of the property;
- 6.02 All boundary walls and fences will be maintained stable and in good repair;
- 6.03 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;
- 6.04 Areas within the boundary of the property but outside the dwelling are kept in good order and free of waste, litter and graffiti, so far as is reasonably practicable. Tenancy agreements require the tenants to keep external areas free of litter and refuse, and members should enforce that obligation. Any rubbish or unwanted items should not be kept in any yard or garden for longer than 28 working days. Rubbish and unwanted items are disposed of responsibly;
- 6.05 Where a front garden already exists, it is not converted (in accordance with Local Authority recommendations and planning policies) into a hard standing area and, if possible, this shall be retained as a soft planted area (this includes low maintenance gravelling with planting). Further information is available on www.unipol.org.uk/landlords/help-and-advice-resources/practical-necessities/establishing-low-maintenance-gardens;
- 6.06 The member will co-operate fully with an annual garden check, to be undertaken by Unipol and/or its agents, as part of their obligations under this Code to ensure compliance with matters relating to the external environment of the property, its care, tidiness and adherence to security requirements. Members will receive at least two week's notification of when the survey is to be conducted and will rectify any aspects of non-compliance that are identified to them within 10 working days of such notification;
- 6.07 Any alterations to the physical appearance of properties should be made in accordance with any existing Neighbourhood Design Statement¹⁸.
- 6.08 Tenants are informed of the need for proper refuse management and about any available recycling scheme operating in their area, particularly at the end of tenancies. Tenants are provided with up-to date information about the waste and recycling service provided by Leeds City Council in their area, including the Leeds Bin App, collection days, and details of the wastes that can be put in the recycling bin/bag (where available). Information about the service is available from www.leeds.gov.uk;
- 6.09 Where a property has its own external bins, the house number and street initials of the property should be marked clearly on these. On collection day, bins should be put out onto the street and returned to the garden/yard/bin-store by the tenants. The guideline currently set out by Leeds City Council for this is that the bins should be put out by 7am on the day of collection. For more information visit www.leeds.gov.uk "Bins and recycling." Please note bins left on the street may be deemed to be obstructing the public highway and the tenants could be held responsible by Leeds City Council. It is recommended that all properties should be included in the Recycling Opt-in scheme.
- 6.10 All properties are provided with adequate bins for both waste disposal and recycling (where this is available). If either type of bins is required these can be ordered by visiting <https://www.leeds.gov.uk/residents/bins-and-recycling/new-or-replacement-bin>.

AT THE END OF TENANCY

Deposits

Members will ensure that:

- 7.00 Deposits are administered efficiently and deposit deductions are not made unreasonably;
- 7.01 Where a landlord/agent has established an Assured Shorthold Tenancy, they must ensure that any deposit is held in accordance with the tenancy deposit scheme legislation, set out in the Housing Act 2004, and in accordance with regulations made both under the Act and by the relevant scheme operator. Where a landlord/agent wishes to change the protection scheme that they are using, they should inform the tenants concerned in writing before doing so;
- 7.02 Tenants are issued with clear written guidelines regarding the standard of cleaning and other arrangements for bringing the tenancy to an end so as to avoid misunderstandings regarding the standard of cleanliness and condition of the property expected at the end of the tenancy;

Disputes

- 7.03 Where a deposit is protected by a tenancy deposit protection scheme, the deposit (or balance on the deposit) is returned to the former tenant in accordance with the requirements of that scheme. If there is likely to be any delay in notifying a tenant of proposed deposit deductions, the tenant is informed in writing of:
- (a) the reasons for the delay (e.g. the landlord needs quotations for work)
 - (b) how long the landlord estimates it will take to notify the tenant of proposed deductions
 - (c) how long the landlord estimates it will be before any undisputed part of the deposit is returned;

Where disputes between members and tenants occur, reasonableness and promptness in dealing with the issues by both parties is the key to the amicable and effective resolution of problems. Members therefore undertake to:

- 7.04 Respond reasonably and promptly to tenants or tenant representatives in regard to any complaints or difficulties raised by tenants;
- 7.05 Make written response to correspondence from tenants or their chosen representative within two weeks;
- 7.06 Ensure that all settlements and agreements reached are honoured within three weeks of being agreed;
- 7.07 Maintain courteous professional relations with tenants during any dispute;
- 7.08 If the member engages in lettings agency work and is required by The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014²⁰ the member should belong to such a scheme;

COMPLAINTS

Owners will ensure that:

- 8.00 Within three weeks of receipt of any written complaint from a tenant, former tenant (up to one year previously), a local resident or their representative, they will rectify any breach of the Unipol Code or, where such an allegation is contested, will enter into relevant correspondence with any tenant/s or their representative, addressing the matters raised;
- 8.01 Where such a breach is contested, or where rectification is not made, then the member shall recognise the authority of a Tribunal, which s/he recognises under the Unipol Code, to determine whether the Unipol Code, agreed by them, has been breached and to make recommendation/s to the owner in accordance with its views;
- 8.02 In the event that such recommendations are not followed then the member will be deemed in breach of the Unipol Code and this fact will be made public to prospective tenants;
- 8.03 The Tribunal will have the authority to exclude any member from the Unipol Code for a period as determined.

HOUSING HEALTH AND SAFETY RATING SYSTEM

The condition of all housing is subject to Part 1 of the Housing Act 2004²⁵ and the evidence based risk assessment process of the Housing Health and Safety Rating System (HHSRS)²⁴, 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 and a conferred power to deal with category 2 hazards. Where they have a general duty or power to act, they must take the most appropriate of the following courses of action:

- serve an improvement notice in accordance with section 11 and 12
- make a prohibition order in accordance with section 20 and 21
- serve a hazard awareness notice in accordance with section 28 and 29
- 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.

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- declare a clearance area by virtue of section 289 of the 1985 Act as amended.

APPENDIX 1 - UNIPOL (Leeds) CODE FIRE SAFETY GUIDANCE MATRIX

	LD2 Gr D1	LD1 Gr D1	LD2 Gr D	LD1 Gr A	LD1 Gr D1 Mixed system*	LD1 Gr A Mixed system*	FD30 Escape Route	FD30 Living Room	SC to risk rooms (inc. living room)	FD30S Kitchen + SC	FD30S Entrance Door + SC	Fire sep GF & basement	Em. lighting along route of escape	Lobby to rm. Entry doors	Second escape route top 2 floors	Fire sep. across stairs
Single Household and/or Two Unrelated Persons																
Up to 4 storey	X									X		X				
Shared HMO																
Up to 2 storey and 5 or more tenants	X							X		X		X				
Up to 4 storey and 4 tenants	X							X		X		X				
3&4 storey, 5 or more tenants		X				X		X	X	X		X				
5 storey			X				X		X	X		X	X	X		X
6 storey			X				X		X	X		X	X	X	X	X
Bedsit-type HMO																
2 storey				X						X	X	X				
3 & 4 storey		X								X	X	X				
5 storey					X					X	X	X	X	X		X
6 storey					X					X	X	X	X	X	X	X
Buildings in flats																
2 storey				X							X	X				
3 & 4 storey					X						X	X				
5 & 6 storey					X						X	X	X			X

Advice on the use of the fire safety matrix

The guidance provided in the matrix is applicable to properties of normal fire risk. The advice is not applicable to properties with characteristics that may give rise to abnormally high fire risk as a result of, for example:

- Exceptionally high number of occupiers for a particular property type;
- Long complex travel distance to evacuate the building;
- The presence of final exit and bedroom doors requiring the use of a key for opening;
- Unsafe layout e.g. kitchen immediately adjacent to an escape door;
- Rooms where the means of escape is through another high fire risk room, e.g. through a kitchen, living room, or bedroom
- Exceptionally large rooms;
- The presence of key operated security grilles fixed to escape windows and/or external doors;
- Disrepair, defects, deficiencies and obsolescence;
- Critical elements of structure with inadequate fire resisting qualities.

Back to Back properties are not included within this matrix as the fire safety requirements within them vary. Back to back properties are typically terraced houses which back directly onto one another at the party wall and generally only have a single exit/entry door. This means that there is only one exit from the house and the escape route often passes through a risk room. As a result, bedrooms may become inner rooms and it is therefore necessary to provide additional fire safety measures. Owners of Back to Back properties should seek advice from Leeds City Council's "Fire Safety Principles in Residential Accommodation" guidance (<https://www.leeds.gov.uk/docs/Fire%20safety%20principles%20for%20residential%20accommodation.pdf>) on the appropriate fire safety measures.

Emergency lighting

In properties of five or more storeys, emergency lighting must be installed. In properties of four storeys or less, emergency will need to be installed if the escape route is long and complex or there is no effective borrowed lighting.

Mixed grade systems *

Mixed grade AFD systems combine two AFD systems and are usually recommended in bedsit HMOs (with cooking facilities within the bedsits) and in blocks of self-contained flats. Escape routes and common parts are protected by an interlinked AFD system and the individual units have a separate stand-alone system to alert a sleeping occupant of fire in their own unit of accommodation. This has the benefit of reducing nuisance/false alarms throughout the whole property caused by activities such as cooking within any one unit. The level of system required is dependent on the risk the premises presents.

GLOSSARY

AFD – automatic fire detection; LD2 – detection along the route of escape, in the cellar and in living rooms and kitchens; LD1 – detection along the route of escape, in the cellar, in living rooms, kitchens and all bedrooms; Grade D1 – system of mains-powered and interlinked smoke/heat detectors, with a sealed-in standby supply (consisting of a battery or batteries); Grade D2 – system of one or more mains-powered smoke/heat detectors, each with an integral standby supply (consisting of a user replaceable battery or batteries); Grade A – system of mains-powered and interlinked smoke/heat detectors which are linked to a control panel (usually located in the ground floor hallway); Mixed system – a combination of two or more AFD systems.; FD30 – 30 minute fire door with intumescent strips only; FD30S – 30 minute fire door with intumescent strips and cold smoke seals; EW – escape window; HD – heat detector; SC – overhead hydraulic self-closing device (for fire doors); Fire sep – fire separation; GF – ground floor; Em. lighting – emergency lighting (normally risk assessable).

APPENDIX 2 – REFERENCES

- 1. Leeds City Council's Letting Board Code** – *The Letting Board Code is a set of rules which determine how and where letting boards can be displayed on residential properties in the Area of Special Advertisement Control (also known as the Regulation 7 Direction area) in inner north west Leeds:* <https://www.leeds.gov.uk/planning/planning-permission/letting-boards/letting-board-code>.
- 2. Part 2 of the Consumer Rights Act 2015** – <https://www.legislation.gov.uk/ukpga/2015/15/part/2/enacted>
- 3. 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>
- 4. The Consumer Rights (Payment Surcharges) Regulations 2012** – *Payment surcharging is when a fee is charged for the use of a particular means of payment, such as a credit card. Consumers are often unaware of these fees until the final stages of a transaction, when a purchase decision has already been made. Full guidance:* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718812/payment-surcharges-guidance-update.pdf
- 5. Leeds City Council Advisory Standards for HMOs** – *Guidance on physical amenity requirements for HMO properties can be found here:* <https://www.leeds.gov.uk/housing/information-for-landlords/conditions-for-licensed-houses>
- 6. The Management of Houses in Multiple Occupation (England) Regulations 2006** – *The HMO management regulations impose duties on the person(s) managing HMO properties. Full guidance:* <https://www.legislation.gov.uk/uksi/2006/372/contents/made>
- 7. How To Rent Checklist** – *Landlords/agents must provide tenants with a copy of the latest How to Rent Checklist at the commencement of the tenancy. The checklist provides information on tenants' rights and responsibilities:* <https://www.gov.uk/government/publications/how-to-rent>
- 8. Landlord and Tenant Act 1985** – *The Landlord and Tenant Act 1985 sets out the rights and responsibilities of both landlord and tenant. Section 11 of the Act sets out who is responsible for repairing a property whilst it is being rented. The Landlord and Tenant Act 1985 refers to all short leases for residential property and tenancies agreed for a period of less than seven years i.e. Assured Shorthold Tenancies. Full guidance:* <https://www.legislation.gov.uk/ukpga/1985/70>
- 9. Homes (Fitness for Human Habitation) Act 2018** – *"The Act" came into force on 20 March 2019. It is designed to ensure that all rented accommodation is fit for human habitation and to strengthen tenants' means of redress against the minority of landlords who do not fulfil their legal obligations to keep their properties safe. Full guidance:* <https://www.legislation.gov.uk/ukpga/2018/34/enacted>
- 10. 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>
- 11. Gas Safety (Installation and Use) Regulations** – <https://www.legislation.gov.uk/uksi/1998/2451/contents/made>
- 12. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015** – *These regulations 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 a carbon monoxide alarm in any room used as living accommodation where solid fuel is used - after that, the landlord must make sure the alarms are in working order at the start of each new tenancy. Full guidance:* <https://www.legislation.gov.uk/ukdsi/2015/9780111133439/contents>
- 13. 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>.
- 14. Leeds City Council Fire Safety Principles for Residential Accommodation** – *This guide offers practical advice on undertaking fire risk assessments and contains case studies of fire safety solutions in a range of property types.* <https://www.leeds.gov.uk/docs/Fire%20safety%20principles%20for%20residential%20accommodation.pdf>
- 15. 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>
- 16. Minimum Energy Efficiency Standards (MEES)** – *The Domestic Minimum Energy Efficiency Standard (MEES) Regulations set a minimum energy efficiency level for domestic private rented properties. Full guidance:* <https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>
- 17. (Part L) Building Regulations 2002** - <https://www.gov.uk/government/publications/conservation-of-fuel-and-power-approved-document-l>

APPENDIX 2 – REFERENCES (CONTINUED)

18. Leeds Neighbourhood and village design statements

– *Some Leeds areas (including Hyde Park and Headingley) have agreed neighbourhood or design statements which need to be taken into account when submitting a planning application. Full details are available here:* <https://www.leeds.gov.uk/planning/planning-policy/supplementary-planning-documents-and-guidance/neighbourhood-and-village-design-statements>

19. Enterprise and Regulatory Reform Act 2013 – <https://www.legislation.gov.uk/ukpga/2013/24/part/6/crossheading/redress-schemes-lettings-and-property-management-agents/enacted>

20. The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 – *Since From 1 October 2014 it has been a legal requirement for lettings agents and property managers in England to join a government approved redress scheme. Further info:* <https://www.legislation.gov.uk/uksi/2014/2359/contents/made>

21. Housing and Planning Act 2016 – <https://www.legislation.gov.uk/ukpga/2016/22/contents/enacted>

22. The Client Money Protection Schemes for Property Agents (Requirement to Belong to a Scheme etc.) Regulations 2019 – <https://www.legislation.gov.uk/uksi/2019/386/regulation/2>

23. 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>

24. 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>

25. 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>

26. Data Protection Act 2018 – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Unipol Code 2021-2024 For Shared Student Housing in Leeds

DECLARATION FOR 2021-2024

I/We (full name(s)): _____

Trading as: _____

Home Address: _____

Email Address: _____ Telephone Number: _____

Acknowledge and agree that:

I/we wish to join Unipol Code for Shared Student Housing in the Private Rented Sector ("the Code") from the date of this declaration until 31st August 2024, and that 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.

I/we agree that I will provide Unipol with an accurate declaration of all the properties in Leeds which I/we own/manage and either rent to students or intend to rent to students at the time of this declaration.

I/we further declare that my conduct will be in line with that outlined in the Code. I/ we confirm that I/ we have read the Unipol Code 2021-2024. I/ we confirm that my properties meet the standards of the Unipol Code. I/ we confirm that I/we will abide by the management standards of the Code. In consideration for being permitted to join the Code, I/we agree and undertake to pay the current and any future Code fees, including any additional fees as follows:

a) 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 Codes Administrator 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 will be charged to the landlord/agent for that and each subsequent inspection needed.

b) Unipol will aim to give five working days' notice of a visit. If the visit is changed less than 2 working days before the visit then a fee of £50 will be charged. The same fee will be charged if the inspector is unable to enter the property at the appointed time. Inspectors are instructed to wait at the property for 15 minutes after the appointed time, after which the appointment is considered broken and the £50 fee will apply. These fees will be invoiced and must be paid within 30 days.

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 accept that it is an important part of the Code to inform tenants of our membership and agree to place information about the Code on any website relating to our accommodation.

I/we 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.

I/we understand that information about my Code status is in the public domain and will be accessible to all those using Unipol's web system and will remain accessible for up to three years regardless of my future membership of the Code.

I/we accept that Unipol and its affiliated business partners including Leeds City Council may use my personal information for the purpose of administering the Code, checking the suitability of landlords for accreditation including any criminal convictions, 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.

I/we agree to inform Unipol of any change of ownership of any property (as listed on the attached schedule) and, if the landlord/owner is a Company the Company Secretary will inform Unipol if the Company is sold to another or where a majority of shareholdings changes hands. Changes of ownership or control will be notified to Unipol within 5 working days of this taking place. I/ we understand that a condition of Code membership is that I/we must take the Unipol online landlord training course within 6 months of membership being awarded.

Signed (Authorised signatory): _____

Dated: _____

The Leeds Rental Standard

When you sign to be a member of the Unipol Code you normally become a member of the Leeds Rental Standard for Landlord Accreditation at no additional cost. The conditions required by the Unipol Code cover the requirements of the Leeds Rental Standard. Further details can be obtained on: www.leedsrentalstandard.org.uk

I/we understand that when I/we become a member of the Unipol Code for Shared Student Housing I consent/do not consent (delete as appropriate, non deletion to count as consent) to join the Leeds Rental Standard.

Signed (Authorised signatory): _____

Dated: _____

This form can be completed electronically but must be printed and signed. Once complete, return it to: Unipol Student Homes, 155-157 Woodhouse Lane, Leeds, LS2 3ED along with the property declaration form(s)

The Unipol Code is administered by Unipol Student Homes. Telephone 0113 205 3406 and ask for the Codes Administrator for further information or general enquiries. Registered Charity No 1063492 VAT Registration No 69884549

Unipol Code 2021-2024 For Shared Student Housing in Leeds

DECLARATION OF PROPERTIES 2021-2024

By signing and returning this form you confirm that (a) this is an accurate declaration of all of the properties in Leeds which you own/manage and either rent to students or intend to rent to students as at the date of this declaration; and (b) that you accept that Unipol and its affiliated entities and its business partners may use your 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 you are not advertising all of your properties with Unipol but the Unipol Code will cover them, you need to list these properties. If this form is not returned it may delay the advertising of your properties as accredited. If your personal details or the number of properties you own/manage and rent to students changes or if you have any queries about how we use your information, please let us know. If you are declaring bedsits in the same building, please state the total number.

Name: _____

Address	Postcode	Number of Beds	Type of Property
1.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
2.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
3.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
4.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
5.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
6.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
7.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
8.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
9.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>
10.			Shared Property <input type="checkbox"/> Bedsits <input type="checkbox"/> Self-contained (1-2 beds) <input type="checkbox"/>

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Signed: _____ Date: _____