

YOUR RESPONSIBILITIES WHEN USING OUR TENANT FIND ONLY SERVICE

To assist you in meeting your obligations as a soon-to-be landlord, we have provided the below factsheet which we recommend reading in full.

You will also find information on how we can take care of all of these responsibilities on your behalf via our Managed Service.

To find out more about our Managed Service and how this makes letting your property easy, please contact us via 0333 6000 060 or enquiries@chancellors.co.uk.

The grid below outlines the legislation, when this came into place and the penalties for non-compliance. Chancellors are able to take care of these for you should you upgrade to our managed service.

LEGAL REQUIREMENT FOR LANDLORDS	DESCRIPTION	PENALTIES	MANAGED SERVICE
Annual Gas Safety Certificate (1998)	Requirement for all properties with natural mains gas or LPG to have an annual gas safety inspection carried out by a Gas Safe engineer	<ul style="list-style-type: none"> Criminal conviction for non-compliance Standard penalty of £6,000 or 6 months imprisonment In serious cases charges of manslaughter can be brought Invalidation of Landlord's insurance 	Arranging annual & periodic safety checks to avoid non-compliance
Data Protection Act (1998)	Requirement for people who process personal data to register with the ICO. Recently updated (GDPR) the new data protection rules	<ul style="list-style-type: none"> A person guilty of section 17 may be liable to pay a fine of up to £500,000 	Chancellors is registered with the ICO
Licence for Houses of Multiple Occupation (2004)	Any houses with 3 or more households form a licensable HMO, requiring a licence obtained from the local authority	<ul style="list-style-type: none"> Fine up to £20,000 Potential requirement to repay rent to tenants For failing to comply with license conditions there is a potential fine of up to £5,000 per offence 	We have a Specialist HMO department that can advise and apply for HMO licences on your behalf
Registration with approved Deposit Scheme (2007)	All deposits for assured shorthold tenancies must be registered with a government backed scheme within 30 days of receiving the money	<ul style="list-style-type: none"> Compensating the tenants up to 3 times the deposit Refunding the deposit Inability to serve section 21 notice against the tenancy or invalidation of the notice 	Tenant deposit handling at start and end of tenancy. We will advise on what you can reasonably claim for
Legionella Risk Assessment (2013)	Landlords needs to ensure their property does not have Legionella bacteria in the plumbing by carrying out a risk assessment, if there is any doubt, a professional report should be obtained	<ul style="list-style-type: none"> The Health and Safety Executive can fine up to £20,000 for any breaches of duty found If a tenant comes to harm, criminal charges can be filed 	Arrange Legionella Risk Assessment by specialist contractors
Electrical Safety Risk Assessment	Landlords are required by law to ensure they provide the tenant with an electrically safe property. They can indemnify themselves without the need for an inspection or have a PAT test or a fixed wiring test carried out to ensure compliance	<ul style="list-style-type: none"> The Health and Safety Executive can fine up to £20,000 for any breaches of duty found If a tenant comes to harm, criminal charges can be filed 	Arranging annual & periodic safety checks
Smoke Detector requirements (2015)	All rental properties are required to have a smoke alarm on every storey	<ul style="list-style-type: none"> Fine of up to £5,000 Remedial notices requiring immediate installation of the missing alarms 	Arrange smoke Detector checks on commencement of new tenancies
CO Alarm Requirements (2015)	All rental properties require CO alarm in the room if there are any solid fuel burning appliances or working fireplaces	<ul style="list-style-type: none"> Fine of up to £5,000 Remedial notices requiring immediate installation of the missing alarms 	Arrange CO Alarm checks on commencement of new tenancies
Right to rent immigration checks (2016)	The immigration status of all tenants must be checked before letting a property to them. All Letting Agents or Landlords must possess copies of a valid form of ID and/or appropriate Visa for all tenants and occupants over the age of 18	<ul style="list-style-type: none"> Civil penalties such as a fine of up to £10,000 Non-compliance is now a criminal offence that can lead to up to 5 years imprisonment and an unlimited fine 	On commencement of new tenancies we will check the tenants right to rent in the UK and further checks carried during tenancies
Legal requirement of EPC Grade E and above (2018)	To rent a property or renew an existing tenancy, all Landlord's must have an EPC certificate with a grade of E or above	<ul style="list-style-type: none"> Civil penalty of up to £4,000 for renewing or letting out a property with an E grade or below 	Specialist contractors in place to increase EPC grades to meet Legal requirements
Service of Section 21 and 8 Notices	Landlords need to ensure that these notices are served correctly otherwise they may not be deemed valid in court should a tenant fail to vacate	<ul style="list-style-type: none"> Inability to evict a tenant, even in the event of non-payment Delaying the eviction process severely 	Systems in place and specialist team inline up to ensure served correctly and inline with legal requirement
Anti-Money Laundering Checks	Checks that we undertake in order to ensure a tenant passes AML regulations and is not seen to be laundering money	<ul style="list-style-type: none"> A tenant convicted of money laundering may move out immediately and stop paying rent, which you would be unlikely to recuperate Money paid towards rent could be ordered to be returned by the Landlord 	At commencement of the tenancy, Anti-Money Laundering Checks carried out