

## Information regarding statutory requirements and legal compliance

### 1. GAS SAFETY CERTIFICATE

Any rental property with a gas supply must have an annual safety check carried out to ensure the property and the appliances within are safe to use. This must be performed by a qualified Gas Safe registered engineer and any problems found by the engineer must be rectified promptly by the landlord. Failure to do this can result in large fines or even imprisonment. We are unable to let tenants move into a property if a gas safety certificate is required but has not been provided. If you are a landlord using our full management service we can arrange this for you, please contact Property Management on 0161 448 1111.

#### What information does the Landlords Gas Safety record contain?

As a minimum, the record of a gas safety check must contain:

- Description and location of each appliance and/or flue checked
- Name, registration number and signature of the engineer who carried out the check
- Date on which the appliance and/or flue was checked
- The address of the property at which the appliance and/or flue is installed
- The name and address of the landlord (or his agent where appropriate)
- Any defect identified and any action required or taken to fix it
- Confirmation of the results of operational safety checks carried out on the appliances

The checks included in a Gas Safety Certificate check are:

- Checking the flue or chimney to make sure the products of combustion (fumes) are being safely removed to outside
- Checking there is an adequate supply of fresh air so the gas burns properly
- Checking the appliance is burning the gas properly
- Checking all safety devices are working properly and shutting the appliance off if a fault occurs

The consequences of not having a safety check can be severe, the worst case being the death of a tenant. This can result in manslaughter charges for landlords and agents. Non-compliance is a criminal offence and courts can impose unlimited fines and custodial sentences. You could also be made liable for substantial awards of civil damages as the result of invalidated property insurance.



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## 1. GAS SAFETY CERTIFICATE

**LANDLORD/HOMEOWNER GAS SAFETY RECORD**

This record can be used to document the outcomes of the checks and tests required by The Gas Safety (Installation and Use) Regulations. Some of the outcomes are a result of visual inspection only and are marked where appropriate. Complete specifically wherever a detailed inspection of the gas fitting, installation or integrity has been performed. Registered Gas Engineer details can be checked at [www.gasregister.co.uk](http://www.gasregister.co.uk) or by calling 0800 405 5000.

**Details of Registered Business**

Gas Safe Register No.  
Registered Engineer's Name  
Gas Safe Register Licence Number  
Business  
Address  
Postcode  
Contact No.

**Details of Site**

Name (Mr/Mrs/Ms/Ms)  
Address  
Postcode  
Contact No.

**Details of Landlord/Homeowner** (or agent where appropriate)

Name (Mr/Mrs/Ms/Ms)  
Address  
Postcode  
Contact No.

**Appliance Details**

Location of	Type	Manufacturer	Model	Is it a gas appliance?	Is it a gas appliance?	Is it a gas appliance?
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2						
3						
4						

**Inspection Details**

Operating pressure in gas supply pipe (if applicable)	Operation of safety devices (if applicable)	Verification satisfactory (if applicable)	Visual condition of flues, gas pipes, etc. (if applicable)	Flue gas analysis (if applicable)	Combustion product reading (if applicable)	Recorded by	MRP to GAS
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**Any Defects Identified**

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Information regarding statutory requirements and legal compliance

## 3. ENERGY PERFORMANCE CERTIFICATE

Energy Performance Certificates (EPCs) are needed whenever a property is:

- Built
- Sold
- Rented

You must order an EPC for potential buyers and tenants before you market your property to sell or rent.

An EPC contains:

- Information about a property's energy use and typical energy costs
- Recommendations about how to reduce energy use and save money

An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and it is valid for 10 years.

*You can be fined if you don't get an EPC when you need one.*

If you would like us to arrange this certificate for you please contact Property Management on 0161 448 1111.

## 4. WHAT IS A HMO?

Houses in multiple occupation (HMO) is defined as a building, or part of a building (for example, a flat) which:

- more than one household lives in and shares an amenity, such as a bathroom, toilet or cooking facilities
- is a converted building where more than one household lives and doesn't entirely comprise self contained flats (whether or not there is also a sharing or lack of amenities), or
- comprises entirely of converted self contained flats and the standard of conversion does not meet, at a minimum, that required by the 1991 Building Regulation and more than one third of the flats are occupied under short tenancies, (known as Section 257 HMOs).

### What is a Mandatory HMO licence?

A landlord must have a licence for a privately rented HMO if the property being rented out:

- is occupied by five or more people;
- those people form two or more households; or
- tenants share some amenities like kitchen, bathroom or laundry.

<https://secure.manchester.gov.uk/>

Information regarding statutory requirements and legal compliance

## 4. HMO - HOUSES IN MULTIPLE OCCUPATION

A household is either a single person or members of the same family who live together. A family includes people who are:

- Married or living together - including people in same-sex relationships
- Relatives or half-relatives, e.g. grandparents, aunts, uncles and siblings
- Step-parents and step-children

If you need more information on whether your property is an HMO, click on the applicable council link below for official advice:

[Manchester City Council](#)



[Stockport Metropolitan Borough Council](#)



[Tameside Metropolitan Borough Council](#)



[Salford City Council](#)



If you need to discuss applying for an HMO licence, please contact Neil Ryder on 0161 448 1111 or via email at [neil.ryder@philipjames.co.uk](mailto:neil.ryder@philipjames.co.uk)

If your property is classed as a Large HMO, it is very likely that you will require a licence. Please refer to the relevant local authority for more information.





Information regarding statutory requirements and legal compliance

## 5. UNVENTED CYLINDER CHECKS

Are you a landlord that has a property with an unvented hot water storage system? They save space in the loft or compartment when compared to traditional systems and can supply large volumes of hot water at mains pressure throughout the property on demand.

Due to the potential dangers associated with water stored in a sealed vessel under pressure and at high temperature, it is important to have the system serviced once a year. This tests the functionality of the safety valves that operate in the event of a fault and more importantly, prevent expensive bursts and other problems.

We've started a comprehensive service programme for landlords with this type of system. Manufacturers and safety experts recommend that all unvented water heaters should be serviced once a year and a record should be kept close to the water tank.

Cylinder bursts are a relatively common occurrence and can cause problems with damaged property, insurance claims etc. These problems can be preventable if the cylinder is serviced regularly which is why it is essential to carry out an annual service on any of these cylinders.



Information regarding statutory requirements and legal compliance

## 5. UNVENTED CYLINDER CHECKS

### How are unvented systems serviced?

Servicing an unvented hot water storage system includes:

- Inspecting for signs of wear or damage
- Ensuring the correct manufacturers parts are fitted
- Testing the temperature and pressure relief valves
- Removing the line strainer and cleaning the filter
- Checking the pressure of the expansion vessel
- Setting the correct incoming water pressure

An annual service from Philip James includes valid insurance on any work carried out and all repairs are completed by a trained professional. Annual unvented cylinder checks are not yet compulsory, but are highly recommended as best practice. An annual service arranged by Philip James will be carried out by a trained professional and will help to avoid preventable repair issues.

At Philip James we are happy to help you with any of the above compliance issues. If you are a landlord using our full management service, please contact Property Management on **0161 448 1111** to discuss arrangement of the Gas Safety Certificate, Portable Appliance Test or unvented cylinder service. Or email [management@philipjames.co.uk](mailto:management@philipjames.co.uk)

If you are interested in letting your property, contact us today at [landlords@philipjames.co.uk](mailto:landlords@philipjames.co.uk). If you wish to discuss letting out a property in the City Centre or Salford Quays, please call Rob Cuffe on **0161 828 8200**, if you have a property to let in South Manchester, please contact Neil Ryder on **0161 434 5009** or via email at [marccox@philipjames.co.uk](mailto:marccox@philipjames.co.uk)





## Information regarding statutory requirements and legal compliance

### 6. EICR

#### What is an EICR?

An Electrical Installation Condition Report (EICR) is a thorough check of property to ensure that all circuits are safe. The electrician completing the check will inspect and test all light, power sockets and switches, fuse boxes, RCDs, and the earthing and bonding at meters. The electrician visits the property and produces a report which says if the property is satisfactory and has any remedial works required. Under the new legislation, urgent remedial work must be completed within 28 days of being reported. This report is valid for 5 years.

#### What does this mean for me?

Philip James will be arranging for EICR checks to be conducted on all managed properties in line with the tenancy start dates (including renewal dates) for tenancies from July 1st, 2020. For all existing tenancies commencing before July 1st, 2020, the first EICR should have been completed by April 1st, 2021.

The cost of an EICR arranged by Philip James and carried out by one of our tried and tested (and very importantly, EICR qualified) electricians is £170.00 including VAT. Over the 5 years that the EICR is valid it equates to £34.00 a year.

As this report needs to be done before a new tenancy start date, and due to the severity of the penalty to landlords if it is not, we will give you a specified period of time to advise us if you will arrange the testing yourself or if you want Philip James to arrange the testing on your behalf. If we do not hear from you by this date, we will instruct the testing to take place.

**You can be fined up to £35,000 for not having one.**

