

Landlord Information Regarding Statutory Requirements and Legal Compliance.

Year Issued: 2022

01 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 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
- Checking that all fire alarms and CO2 alarms are functioning.

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.

Landlord Gas Safety Record

Cert. No. 19

Safety Inspection and reporting carried out in accordance with the Gas Safety (Installation and Use) Regulations and the Gas Industry Unsafe Situations Procedure.

Company / Installer				Job Address				Customer / Landlord			
Engineer		Name	Philip James	Name							
Company		Address	17 Philip James Street	Company	Philip James						
Address			Didsbury	Address	147-151 Burton Road						
			Manchester		West Didsbury						
					Manchester						
Post Code		Post Code	M20 1ZZ	Post Code	M20 1LD						
Tel. No.		Tel. No.		Tel. No.	0161 4481111						
Gas Safe Reg											
ID Card No.											

Appliance Details				Inspection Details													
Location	Appliance Type	Make	Model	Flue Type	Landlord's Appliance	Appliance Inspected	Operating Pressure (mbar)	Heat Input (kW/N)	High Combustion Reading	Low Combustion Reading	Safety devices (correct operation)	Ventilation Provision satisfactory	Visual condition of flue and termination satisfactory	Flue Performance test	Appliance Serviced	Appliance safe to use	
1 Kitchen	Boiler	Worcester Bosch	Greenstar 30i Etp	RS	Yes	Yes	NA	30.07	0.0007	77.9	0.0001	17.9	Yes	Yes	Yes	Pass	No
2																	
3																	
4																	
5																	
6																	

Defects / Identified		Labels and Warning Notice Issued	CO Alarm(s)	Smoke Alarm(s)
1		NA	CO Alarm(s) fitted	Yes
2			CO Alarm(s) tested and Satisfactory	Pass
3				
4				
5				
6				

Emergency Control Accessible Yes Gas Tightness Satisfactory Yes

Gas Installation Pipework Visual Inspection Satisfactory Yes

Equipotential Bonding Yes

NEXT INSPECTION DUE ON OR BEFORE

Comments

Signatures

Issued by: Signed: _____ Received by: Signed: _____ Date: 11-Aug-2022

Print Name: _____ Print Name: Philip James

02 PAT - Portable Appliance Testing

The Electrical Equipment (Safety) Regulations 1994 states that as a landlord, you have a legal responsibility to ensure that the electrical system (sockets, switches etc) is safe and in good working order and that any appliances you supply are also safe to use. It is strongly recommended that you carry out a PAT (Portable Appliance Test) each year. This is a legal requirement for all HMOs.

You should obtain and retain test reports detailing the equipment, the tests carried out and the results. If you are a landlord using our full management service we can arrange this for you, please contact Property Management on 0161 448 1111.



03 Energy Performance Certificate

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

✓ BOUGHT

✓ SOLD

✓ RENTED

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

Energy Performance Certificate HM Government

Dwelling type: Semi-detached house
Date of assessment: 06 January 2016
Date of certificate: 07 January 2016
Reference number: [redacted]
Type of assessment: RdSAP, existing dwelling
Total floor area: 78 m²

Use this document to:

- Compare current ratings of properties to see which properties are more energy efficient
- Find out how you can save energy and money by installing improvement measures

Estimated energy costs of dwelling for 3 years: £ 3,261
Over 3 years you could save: £ 1,440

Estimated energy costs of this home

	Current costs	Potential costs	Potential future savings
Lighting	£ 312 over 3 years	£ 156 over 3 years	You could save £ 1,440 over 3 years
Heating	£ 2,550 over 3 years	£ 1,413 over 3 years	
Hot Water	£ 399 over 3 years	£ 252 over 3 years	
Totals	£ 3,261	£ 1,821	

These figures show how much the average household would spend in this property for heating, lighting and hot water and is not based on energy used by individual households. This excludes energy use for running appliances like TVs, computers and cookers, and electricity generated by microgeneration.

Energy Efficiency Rating

Very energy efficient - lower running costs
(92 plus) A
(81-91) B
(69-80) C
(55-68) D
(39-54) E
(21-38) F
(1-20) G
Not energy efficient - higher running costs

Current: 54
Potential: 84

The graph shows the current energy efficiency of your home.
The higher the rating the lower your fuel bills are likely to be.
The potential rating shows the effect of undertaking the recommendations on page 3.
The average energy efficiency rating for a dwelling in England and Wales is band D (rating 60).
The EPC rating shown here is based on standard assumptions about occupancy and energy use and may not reflect how energy is consumed by individual occupants.

Top actions you can take to save money and make your home more efficient

Recommended measures	Indicative cost	Typical savings over 3 years
1 Internal or external wall insulation	£4,000 - £14,000	£ 1,017
2 Floor insulation (suspended floor)	£800 - £1,200	£ 153
3 Low energy lighting for all fixed outlets	£50	£ 132

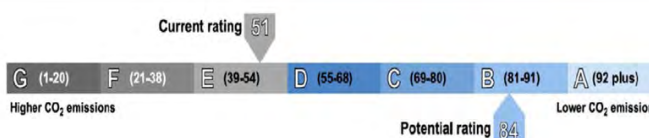
See page 3 for a full list of recommendations for this property.

To find out more about the recommended measures and other actions you could take today to save money, visit www.gov.uk/energy-grants-calculator or call 0300 123 1234 (standard national rate). The Green Deal may enable you to make your home warmer and cheaper to run.

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An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and it is valid for 10 years. If you would like us to arrange this certificate for you please contact Property Management on 0161 448 1111.

< Sample Energy Performance Certificate (EPC)



04 House of Multiple Occupation (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 that do not meet the minimum standard of conversion which is required by the Building Regulations 1991, 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.

Information regarding statutory requirements and legal compliance

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 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 and official advice.

Manchester City Council

Stockport Metropolitan Borough Council

Tameside Metropolitan Borough Council

Salford City Council

05 Unvented Cylinder Checks

Information regarding statutory requirements and legal compliance

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

If you think your property requires these checks please contact us on 0161 448 1111.

How are unvented systems serviced?

How are unvented systems serviced?

- 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 wheel expansion vessel
- Setting the correct incoming water pressure

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.

06 EICR

Information regarding statutory requirements and legal compliance

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 arrange for EICR checks to be conducted on all managed properties in line with the tenancy start dates (including renewal dates). Speak to Philip James to discuss the cost of an EICR, call 0161 448 1111 or email: management@philipjames.co.uk.

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

07 CO2 Alarms

From 1st October 2022, an extension to Carbon Monoxide Alarm laws came into effect, requiring all landlords to ensure that there is a working alarm on their property. This is a result of a recent consultation by the government. Under the regulations, a carbon monoxide alarm will be required in all rooms where there is a fixed combustion appliance – such as gas boilers or gas fires. CO alarms must be placed 1-3 metres away from any fuel burning appliance, such as your gas boiler or gas fire.

When any additional appliances are installed in your property, a new carbon monoxide alarm will also be required to be fitted. The cost of installing and maintaining these alarms will fall on you, as a landlord. However, the responsibility to regularly test your alarms still lies with the tenants throughout the tenancy.

Any landlord found to be in breach of these regulations could be fined up to £5,000.

As a landlord, you will be held liable to ensure the alarm is tested on the first day of the tenancy. If a tenant advises of a fault action will be taken to repair or replace alarms as soon as reasonably practicable. Philip James can offer you this assurance within the service we offer.

Why are CO2 alarms important?

Carbon Monoxide is known as the silent killer due to its tasteless, odourless and colourless properties. Exposure to high levels of CO can be fatal, while prolonged exposure to lower levels of CO can cause serious health problems. The only way to detect carbon monoxide is with an audible CO alarm. Carbon Monoxide poisoning is attributed to around 20 deaths a year. Gas boilers can produce carbon monoxide naturally and are designed to carry the toxic gas out of your house via a flue. However, if your boiler has not been fitted properly or your flue is blocked, carbon monoxide will escape into your home. That's why having an audible CO alarm close to your gas boiler is very important.

We cannot move a tenant in or renew a tenancy unless there is a fully operational Carbon Monoxide alarm in place. Should you have further questions, please contact our team at COsafety@philipjames.co.uk.

Property Management Team

Contact Details



If you are interested in letting your property, or want advice about expanding your buy-to-let portfolio, get in touch with Neil Ryder.

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