

ROEHAMPTON UNIVERSITY

(TRADING AS UNIVERSITY OF ROEHAMPTON)

CODE OF STANDARDS FOR LANDLORDS

1. Equal Opportunities (*p.2*)
2. Working with the University of Roehampton (*p.2*)
3. Right to Let (*p.2*)
4. UR Studentpad (*p.2-3*)
5. Safety and Property Condition (*p.3*)
6. Gas Safety (*p.3*)
7. Electrical Safety (*p.4*)
8. Energy Performance Certificate (*p.4*)
9. Houses of Multiple Occupancy (*p.4*)
10. HMO Licences (*p.4*)
11. Fire Safety (*p.4-5*)
12. Health & Safety (*p.5*)
13. Repairs & Maintenance (*p.5*)
14. Insurance (*p.5*)
15. Hygiene and the Environment (*p.5-6*)
16. Viewing the Accommodation and Procedures (*p.6*)
17. Written Agreements (*p.7*)
18. Financial Arrangements (*p.7*)
19. Deposits (*p.7-8*)
20. Inventory and Schedule of Condition (*p.8*)
21. Management (*p.8*)
22. Dealing with Disputes (*p.9*)
23. Community Relations (*p.9*)
24. Compliance with the Code (*p.9*)
25. Data Protection (*p.9*)
26. Disclaimer (*p.9*)
27. Advice and Guidance (*p.10*)
28. Accommodation Standards (*p.11-12*)
29. Useful Contact (*p.13-14*)

Introduction

The University of Roehampton (“UR”) has adopted this **Code of Standards** for private sector accommodation. The purpose of the Code is to facilitate transparency and define how the landlord and student tenant do business with each other.

It further aims to ensure that the security and welfare of UR’s students are maintained at all times to an acceptable standard and to minimise risks to the students’ safety whilst residing in accommodation owned by private landlords registered with UR on Student Pad (“URS”).

Compliance with the Code will ensure that:

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

Compliance with the Code of Standards is mandatory for all landlords registered on URS.

If a landlord is unsure about any of the requirements of this Code, they should contact the UR Off-Campus Accommodation Officer who will assist or, where appropriate, refer them to either the local authority or relevant government department.

UR will bring the Code to the attention of all students seeking private accommodation.

Code Requirements

All registered landlords are required to provide UR with copies of the following:

- Current Gas Safety Certificate
- A current Energy Performance Certificate (“EPC”)
- A Domestic Electrical Installation Periodic Inspection Report
- HMO Licence, if applicable
- Fire Risk Assessment

1. Equal Opportunities – Landlords shall:

- 1.1 Ensure that potential and existing tenants are dealt with courteously and respectfully at all times and shall not subject them to **unlawful discrimination** on any grounds set out in the Equality Act 2010 which for the avoidance of doubt are those of age, disability, gender, reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity.

2. Working with the University of Roehampton “UR”

The academic year begins in September and runs through to June, or longer for Post Graduates. The year is divided into 3 terms with a break at Christmas and Easter. UR attracts both UK and international students. Some come for the full academic year whilst others come for a short period, sometimes for one month only. We would therefore encourage landlords to consider offering flexible contracts for both long and short-term lets.

Landlords will:

- 2.1 Ensure that they are courteous and respectful at all times when dealing with staff members.
- 2.2 Allow UR to inspect and vet their properties.
- 2.3 Agree to UR passing on their contact details to the Environmental Health Officer at Wandsworth Council, Private Sector Housing who will randomly inspect 10 properties in each academic year. An appointment will be made in writing and our Off-Campus Accommodation Officer will attend.
- 2.4 Respond to contact from UR within 5 working days, unless you have good reason not to be able to do so.
- 2.5 It is recommended that landlords become accredited under the London Landlord Accreditation Scheme (LLAS), or a similar organisation. Please contact the Council’s Environmental Health Department on 020-8871-6171 for more information or visit the LLAS site www.londonlandlords.org.uk

3. Right to Let

Upon request, either by UR or prospective/current tenants, landlords will provide proof of ownership of the property or permission from the owner to let.

4. UR Studentpad “URS” - Landlords will:

- 4.1 Ensure that all property details and images registered on **URS** are reported accurately without misrepresentation to prospective tenants. Misrepresentation of property details may result in the de-registration of the property and/or the landlord from **URS**.
- 4.2 Register all their properties that are rented to UR students, on URS.

- 4.3 Not charge any administration fees of any kind to the tenants before or upon entering a tenancy. Landlords can charge a reasonable admin fee to reimburse their costs to a tenant who leaves the tenancy early and is replaced.
- 4.4 De-activate their property on **URS** as soon as it is let or notify the Off-Campus Accommodation department.
- 4.5 NOT use the **URS** system as a means to fill spaces in properties that are not registered on **URS**. **UR** will de-register any landlord who engages in this practice.

5. **Safety and Property Condition** - Landlords will:

- 5.1 Ensure the accommodation is clean, free from infestation and in a state of good repair at the outset of the tenancy and for the duration of the tenancy.
- 5.2 Comply with the **Gas Safety (Installation and Use) Regulations 1998** by ensuring that the annual Gas Safety check is completed for all gas appliances in the property prior to advertising on **URS**. See Clauses 6.1-6.4.
- 5.3 Ensure that the electrical wiring, outlets and appliances are safe to use and kept in good repair throughout the tenancy. See Clauses 7.1-7.2.
- 5.4 Comply with the **Furniture and Furnishings (Fire) (Safety) Regulations 1988**.
- 5.5 Ensure that the accommodation is offered with adequate heating, and equipment for cooking and cleaning.
- 5.6 Ensure that all furnishings and furniture are in a clean and reasonable condition.
- 5.7 Ensure that the accommodation complies with any regulations laid down by the Local Authority and is fit and safe, particularly with regard to the outbreak of fire and the means of escape from the building. This includes ensuring the property is free from hazards, as defined in the **Housing, Health and Safety Rating System (HHSRS) Housing Act 2004** - <http://www.communities.gov.uk/publications/housing/housinghealth>
- 5.8 Ensure that, in the case of **Houses in Multiple Occupation ("HMOs")**, the accommodation meets the requirements of the **HMO Management Regulations 2006**. See Clauses 9 and 10.
- 5.9 Seek clarification from their Local Authority or a professional landlord organisation when they are unclear about their legal obligations as a landlord.

6. **Gas Safety** - Landlords will:

- 6.1 Provide UR with a valid **Gas Safety Certificate** for each property when activated on **URS**. The certificate is a legal requirement and is valid for 12 months.
- 6.2 Install a mains fitted (not battery operated) **Carbon Monoxide Monitor with Alarm** in the bedroom if a boiler is housed in the same room. Advice from a Gas Safe registered engineer must be sought to ensure that it meets the required standard for health and safety.
- 6.3 Install mains fitted (not battery operated) **Carbon Monoxide Alarms** in all rooms where there is a gas appliance.
- 6.4 Have all gas appliances serviced regularly, in line with the manufacturer's instructions. If you are in doubt, seek advice from your Gas Safe registered engineer.

7. **Electrical Safety** - Landlords will:

7.1 Provide the UR with a **Periodic Inspection Report (Electrical Safety Certificate)**. **Inspections** need to be carried out at least every 5 years or more frequently if recommended by the electrician providing the report. For more information: <http://www.esc.org.uk/public/find-an-electrician/periodic-inspection-explained/>

7.2 Ensure that periodic portable appliance testing is carried out in the property.

8. **Energy Performance Certificate (“EPC”)**

Landlords will provide a valid **EPC** for each property in line with their obligations under the Home Information Pack (No 2) Regulations 2007. Your property cannot be displayed on **URS** without one. **EPCs** last for 10 years.

9. **Houses of Multiple Occupancy (“HMO”)**

If a property has 3 or more unrelated persons sharing, it is an **HMO**, and comes under **HMO Regulations** even though it may not need an **HMO Licence**.

9.1 Landlords will ensure that their properties conform to **HMO Regulations**. For more information see: http://www.wandsworth.gov.uk/downloads/200069/multiple_occupancy_homes

10. **HMO Licences**

It is now mandatory under the **Housing Act 2004** that any property that consists of 3 or more habitable stories and is occupied by 5 or more people in two or more households should be issued with an **HMO Licence**. For licensing purposes a “household” refers to members of the same family living together and couples who live together (whether or not they are married). A group of friends (i.e. students) sharing does not constitute a single household. For further details on **HMO Licences** please contact your local council 020 8871 6171 or: http://www.wandsworth.gov.uk/info/200063/licences_and_street_trading/874/house_in_multiple_occupati_on_hmo_licence

10.1 Landlords will provide a copy of the **HMO Licence** to the UR before advertising on **URS**.

10.2 Upon request provide the UR with copies of any other documentation from Local Authorities or other external bodies that demonstrates the Landlord’s compliance with their legal obligations in relation to the property safety.

11. **Fire Safety**

We would expect you to conform to the **Housing – Fire Safety. Guidance on fire safety provision for certain types of housing** – <http://www.lacors.gov.uk/lacors/upload/19175.pdf>

Landlords will:

11.1 Ensure there is a fire door fitted to the kitchen and any other high risk room.

11.2 Install mains connected smoke alarms in the circulation areas of each floor of the property.

11.3 Install a mains fitted **heat alarm** in the kitchen which must be interlinked with the **smoke alarms**.

11.4 Provide a **Fire Blanket** and/or **Fire Extinguisher** in the kitchen(s).

11.5 Make certain that the smoke/heat/carbon monoxide alarms are working at the start of each new tenancy.

- 11.6 Provide to the UR a current suitable and sufficient **Fire Risk Assessment**, which is a legal requirement, and keep the document on file on the premises along with fire safety instructions. More information: <http://www.communities.gov.uk/documents/fire/pdf/151102.pdf>

12. Health and Safety

- 12.1 If a student's bedroom door has a lock it should allow for them to open the door from the inside of the bedroom without the use of a key (i.e. Sun dial lock, thumb turn lock), so in the event of a fire the student is able to easily exit their bedroom. Also a smoke alarm must be fitted in the bedroom and interlinked to other alarms in the property.
- 12.2 External doors should be of a strong, solid and safe construction and fitted with a five-lever mortise deadlock conforming to BS 6321. The door frames should be strong and well secured to the jambs. All glazing should be wired or toughened laminated glass. Any door providing a means of escape, and which is required to be kept locked, shall be fitted with a type of lock capable of being opened easily and quickly from within, without the use of a key.
- 12.3 Ground floor windows and accessible upper floor windows should be of sound and secure construction and must be fitted with window locks. Advice on appropriate window locks can be obtained from Crime Prevention Officers at the local police station, as styles do vary. <http://www.met.police.uk/crimeprevention/burglary.htm>
- 12.4 Under the London Local Authority Act 1991 an intruder alarm system (if fitted) must have a 20-minute cut out and 2 nominated key holders registered with the police and the local Council.
- 12.5 Hedges around external doors and windows should be kept trimmed low wherever practical to avoid providing screening for burglars.

13. Repairs and Maintenance - Landlords will:

- 13.1 Ensure that the property is in good repair and all the building components including gas, water and electrical installations are properly maintained and work as designed.
- 13.2 Make sure that all repairs are carried out within a reasonable time (14 days) and emergency repairs within 48 hours. If it is likely that the repair cannot be completed within this timescale, the students are to be kept informed as to the projected start and finish date.
- 13.3 Make good after such works and remove all waste materials.
- 13.4 Make certain that Students are given privacy and quiet enjoyment of their accommodation. If the owner/landlord requires access then 24 hours notice of any works to be carried out on the premises must be given. An exception is made for emergency work requiring immediate attention where notice would be impractical. Access without 24-hour notice is only acceptable with the permission of the students.

14. Insurance

Landlords must have adequate and appropriate insurance for the property and its (landlord owned) contents. Insurance policies should recognise that the property is to be let to students.

15. Hygiene and the Environment – Landlords will ensure that

- 15.1 All facilities for the storage, preparation and cooking of food should be easy to maintain in a clean and hygienic state by the occupants.

- 15.2** All furnished properties will be provided with a vacuum cleaner and tools in safe condition and good working order, suitable for the size of the property and regular use.
- 15.3** All floor coverings in the kitchen, bathrooms and WCs are capable of being cleaned with commonly available domestic cleaning or disinfectant products.
- 15.4** 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 obstructions.
- 15.5** All properties are provided with refuse disposal facilities sufficient for the number of occupants.
- 15.6** They inform their tenants of the need for proper refuse management and recycling and the date of rubbish collection, together with any special procedure such as where to place the bins and if this is on the highway, the need to return them to the property promptly to avoid causing obstruction.
- 15.7** Where a garden or paved area exists, it will be kept in good order and free of waste and litter. Landlords, so far as is reasonably practicable, shall have a responsibility to enforce a requirement that their tenants keep the garden free of litter.
- 15.8** Plants and shrubs shall be properly maintained and shall not be allowed to obstruct pavements or other public areas surrounding the property.
- 15.9** Where tenants are expected to maintain the garden themselves, they should be provided with equipment which are fit for the purpose, which have clear instructions on use and which have been checked for safety.

16. Viewing Accommodation and Procedures

- 16.1** All prospective tenants should be granted an opportunity to view the property/room offered having due regard to the rights of the existing tenants.
- 16.2** Prospective tenants will be dealt with in a courteous manner and will not be hurried or harassed.
- 16.3** Interested prospective tenants will be provided with a written tenancy outlining the terms and conditions of the agreement, including arrangements involving guarantors, and will be given reasonable time (not less than 2 working days) within which to seek independent advice regarding those contractual terms, during which time the property will not be re-marketed.
- 16.4** The landlord will specify the amount of time that prospective tenants have to seek independent advice, before the accommodation is re-marketed.
- 16.5** Where a holding deposit is required, a receipt will be given outlining the conditions for return. Holding deposits from different groups will not be held for the same property.
- 16.6** The landlord will ensure that all pledges made before the tenancy begins are confirmed in writing to the tenants, e.g. redecoration/cleaning of the property or the provision of new items of furniture.
- 16.7** The landlord will highlight to potential tenants any special conditions or unusual clauses in the tenancy and explain the implications of these.

17. Written agreements - Landlords will:

- 17.1** Issue an Assured Shorthold Tenancy Agreement either on a “Joint & Several” or “Individual” basis
- 17.2** Ensure that a tenancy agreement is made between the tenant and the landlord, making clear the rights and responsibilities of both parties.
- 17.3** Ensure that tenancy agreements are written in plain English with no concealed pitfalls or traps and avoiding unnecessary use of legal jargon.
- 17.4** Ensure that the agreement contains no terms that conflict with any statutory or common-law entitlement of the tenant, or with the terms of this Code of Standards. This includes any terms which are deemed to be unfair by the Office of Fair Trading.
- 17.5** Provide tenants with their name and address in England or Wales at which legal notices may be served, together with their telephone numbers and any managing agent or persons acting on their behalf.
- 17.6** Provide tenants with a copy of the agreement once all parties have signed.

18. Financial arrangements - Landlords will:

- 18.1** Issue a written receipt where there is an agreement for either a deposit or rental payments to be made in cash.
- 18.2** Not insist on payments in cash.
- 18.3** Not apply charges of interest in excess of three per cent above the base lending rate of the Bank of England with regard to late payment of rent or any other money owed to the landlord by the tenant.

19. Deposits - Landlords will:

- 19.1** Register any **Main Security Deposits** taken for an Assured Shorthold Tenancy with a recognised deposit holder under the Tenancy Deposit Protection Scheme (Housing Act 2004). There are currently three companies who offer these schemes:

- Deposit Protection Service (DPS)
- My Deposits Ltd
- Tenancy Deposit Scheme (TDS)

Further information:

http://www.direct.gov.uk/en/HomeAndCommunity/PrivateRenting/Tenancies/DG_189120

- 19.2** Provide details to the tenants of the scheme protecting their deposits within 30 days of taking the deposit.
- 19.3** Comply with the scheme rules with regards to the deposit’s protection and return.
- 19.4** Send a copy of the certificate of the protected deposit to the UR Accommodation Department, if requested.
- 19.5** Explain to the tenants the reason for taking a deposit and the circumstances that may lead to deductions being made.
- 19.6** Issue tenants with clear written guidelines regarding the standard of cleaning and other arrangements for bringing the agreement to an end so as to avoid misunderstandings and deductions from the deposit regarding the standard of cleanliness and condition of the property expected at the end of the tenancy.

- 19.7 Return all deposits within 14 days of the end of the tenancy, less any agreed deductions, unless the deposit has been lodged with the deposit scheme's arbitration.
- 19.8 Provide the tenant with a written statement detailing the deductions if any deductions from the deposit are to be made, including receipts and invoices for goods purchased or work undertaken.
- 19.9 Give students a minimum of 48 hours to read over the Tenancy Agreement before accepting a **Holding deposit**.
- 19.10 Agree to take no more than a maximum of £100 non-refundable **Holding Deposit** from each student. **Holding deposits** in excess of £100 must be refundable if the student changes their mind.
- 19.11 Issue each student with a receipt clearly stating the terms on which the **Holding Deposit** is refundable and non refundable.

20. Inventory and Schedule of Condition - Landlords will:

- 20.1 Compile a written check-in inventory and schedule of condition and provide tenants with a copy. Tenants will be given a reasonable period of time to review and suggest amendments to these documents before they are finalised.
- 20.2 Send to the tenants a copy of the finalised documents from 20.1 above.
- 20.3 Make arrangements to inspect the accommodation within a month prior to the final day to discuss any matters with the tenants which will avoid the need for deductions from their **Main Security Deposits**.
- 20.4 Carry out a full inspection/check-out of the accommodation with reference to the check-in inventory and schedule of condition, on the last day of the tenancy. Arrangements for the return of the deposit should be outlined to the tenant on that day.

21. Management - Landlords will:

- 21.1 Ensure prompt response to issues raised by tenants.
- 21.2 Make certain that tenants are given a comprehensive tour of the property at the outset of the tenancy which should include the location of all utility meters, boiler, mains water and stopcock.
- 21.3 Supply tenants with operating instructions on the safe use of all gas and electrical appliances and the contact details of the utility companies supplying the property.
- 21.4 Discuss with tenants any arrangements for visits to the property throughout the agreement and give tenants at least 24 hours notice of the intended time of any visit, except in the case of an emergency.
- 21.5 Ensure that the property and all appliances provided by the landlord are kept in a good state of repair.
- 21.6 Provide tenants with a point of contact in case of emergencies and ensure that someone is available at all times to take emergency enquiries.
- 21.7 Make it clear to tenants the arrangements for reporting repairs. Where an item needs repairing and is reported, the landlord will provide the tenants with an initial response within 5 days and give an estimate of the time period for the problem to be addressed. Landlords will then keep tenants updated on the status of the repairs.

22. Dealing with Disputes

22.1 In order to resolve issues effectively, landlords will always act reasonably and promptly where disputes with tenants occur.

22.2 Where there are any major areas of dispute, landlords will document them in writing.

22.3 Assistance can be requested from the UR Off-Campus Accommodation Department and advice can be given.

23. Community Relations

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 the University or statutory or non-statutory agencies who may be able to intervene. For more information visit www.homeoffice.gov.uk/anti-socialbehaviour

24. Compliance with the Code

24.1 Where the UR receives a complaint that a registered landlord is in breach of the Code, or otherwise believes that a registered landlord is in breach of the Code, the UR will contact the landlord with full details of the complaint or possible breach and ask for a response. If, after investigation, the UR has reasonable grounds to believe that the registered Landlord has breached or is in breach of the Code, the UR reserves the right to suspend or terminate the landlord’s registration.

24.2 Should the UR receive a complaint from a student that concerns their health and safety, the UR reserves the right to pass on information about landlords to third parties such as the local authority, the Health and Safety Executive or other relevant governmental or regulatory authority (“Relevant Authority”). The registered Landlord hereby gives his/her consent to his personal data being passed on to any Relevant Authority.

24.3 The UR reserves the right to disclose landlords’ breaches of the Code to tenants and prospective tenants on request.

25. Data Protection

The UR will comply at all times with the requirements of the Data Protection Act 1998 and shall perform its obligations under that Act in such a way as to ensure that it does not breach its obligations under that Act.

26. Disclaimer

The UR make every effort to ensure the accuracy of the contents of this Code of Standards and will take all reasonable steps to provide the services it undertakes to provide herein . It cannot, however, guarantee the provision of such services in the event of circumstances beyond its control (such as lack of demand, changes in government policy or industrial action) . It is the landlord/agent’s responsibility to ensure that they are aware of and comply with all applicable laws and any changes thereto.

The UR is not responsible for the content of external website listed herein or for any advice provided by any such contacts. The UR accepts no liability whatsoever for any loss or damage howsoever arising from the use of this Code of Standards or any of the contacts provided in it.

27. Advice and Guidance

Contractual arrangements in the letting of accommodation will be between the owner/landlord/agent and the student tenant and the University will not be a party to such arrangements nor will it accept any liability under or arising out of such contracts.

Owners/Landlords/Agents are advised to seek any legal advice they require from their own solicitors, particularly relating to tenancy laws and serious disputes.

If you require further information please contact the Off Campus Accommodation Office:

Accommodation Office
Mount Clare
Minstead Gardens
London SW15 4EE

Tel: 020 8392 4451

offcampus@roehampton.ac.uk

28. Accommodation Standards

1. Decent homes standard

All properties should meet the Decent Homes standard and be free from Category One hazards. More information on the hazards and standard can be found by contacting your councils Environmental Health Department or visiting <http://www.communities.gov.uk/publications/housing/housinghealth>

2. Lodgings Room sizes

As the property is occupied by students, where possible, bedrooms should have a minimum of 10.2m² (110 sq.ft) as a single or 15m² (160 sq.ft) as a double. If this is not possible alternative arrangements should be made to provide students with a suitable place to study.

3. Natural lighting

All habitable rooms shall be provided with an area of clear glazing in an external wall situated in either a window and/or a door, equivalent in total area to not less than one-tenth of the floor area of the room. All glazing to bathrooms and/or WC compartments shall be obscure.

4. Artificial lighting

All of the property must be adequately lit by electricity, with light switches fitted at suitable locations to safely operate the lighting.

5. Ventilation

A window opening directly to the external air shall ventilate all rooms used for sleeping or living. The opening area should be a minimum of one-twentieth of the floor area of the room. All double glazed windows must have a locked open device or trickle vent. Kitchens, bathrooms and WC compartments shall be provided with adequate natural or mechanical ventilation. Humidistat controlled extractor fans with heat exchangers are recommended for use in all kitchens and bathrooms in order to combat condensation – [insert link](#).

6. Dampness & Mould

Throughout the tenancy the landlord should take steps to ensure the letting is free from

- Rising dampness
- Penetrating dampness
- Interstitial condensation (i.e. condensation between two surfaces)
- Surface condensation
- Any mould growth and mildew

A washing line must be provided if the property has a private back garden or adequate outside space. A clothes dryer or clothes horse should be provided for the bathroom.

N.B. Dehumidifiers are not effective and very costly. Humidistat controlled extractor fans are recommended for kitchens and bathrooms to combat condensation (see link at 5. Above).

7. Personal washing and toilet facilities

The property must have an internal WC, bath/shower and a wash hand basin. The bathroom and WC must be located so as to be readily accessible to the tenants. No more than 5 people should share one WC or bathroom. The bath/shower and basin must be connected to a supply of hot and cold water. All the amenities must be connected to an effective drainage system.

8. Drinking water

A supply of cold running water, suitable for drinking purposes, shall be provided for the use of all occupants. The kitchen water supply should come directly off the rising main.

9. Kitchen facilities

No more than 5 people should share a kitchen. The kitchen must have a minimum of:

- A cooker or hob with three or four rings or hot plates together with an oven.
- A fridge/freezer with a minimum capacity of 0.13m^3 (per occupant) = 1 shelf and $\frac{1}{2}$ freezer drawer per student
- A food storage cupboard with a minimum capacity of 0.3m^3 (per occupant) = 1 cupboard each.
- An impervious work top not less than 1.0m x 0.6m preferably situated adjacent to the sink and/or cooker.
- A sink complete with constant supplies of hot and cold water and properly connected to a mains drainage system.
- A covered bin for storage of kitchen waste.
- A minimum of 3 double 13 amp power sockets, but we recommend 4, suitably sited to permit the safe use of all appliances.

10. Space heating

All rooms used for sleeping or living must have fixed space heating appliances capable of maintaining the room temperature at 18°C (65°F) when the external air temperature is minus 1°C (30°F). Consideration should be given to energy efficiency matters when refurbishing / upgrading a heating system e.g. by use of a combination or condensing boiler, thermostatic radiator valves etc. Portable paraffin or oil fired heaters (except sealed radiators) and liquefied petroleum gas using appliances are **not** acceptable.

11. Electrical

Each bedroom and living room shall have a minimum of six 13amp sockets (i.e. 3 double sockets).

In addition to any necessary fused outlet for heaters or cookers each kitchen shall have a 13amp socket for the refrigerator, a 13amp socket for an electrical kettle and at least four other 13amp sockets (six sockets in total = 3 double sockets). The number of sockets is calculated to cater for the minimum number of appliances which could reasonably be expected to be used. Too few sockets will lead to risks of electrocution, fire and failure of the system.

Where primary heating is provided by electrical heaters an additional 13amp socket is needed unless the heater is wired into its own fused outlet.

12. Drainage Systems

The property must have an adequate and effective drainage system for taking foul, waste and surface water away.

13. Furniture

Each bedroom must have an adequate bed and non soiled mattress, a desk which can be studied at, chair, table lamp, wardrobe and secure clean flooring.

29. Useful Contacts

Organisation	Contact details
<p><u>Roehampton University Accommodation Office</u></p> <p>Off-campus advisor will advise you on registering your property with us</p>	<p>tel: 020 8392 4451 email: offcampus@roehampton.ac.uk</p> <p>http://www.roehampton.ac.uk/Accommodation/Off-Campus/</p>
<p><u>Wandsworth Council</u></p> <p>Offers information on standards in rented accommodation including fire safety Also advice on landlord and tenant disputes and problems</p>	<p>The Town Hall, Wandsworth High Street London, SW18 2PU tel: 020 8871 6171 email: privatehousing@wandsworth.gov.uk for repairs housingadvice@wandsworth.gov.uk for tenancy issues www.wandsworth.gov.uk/info/200077/private_housing</p>
<p><u>Gas Safe Register</u></p> <p>Official body for gas safety Advice on standards and the official list of registered gas engineers</p>	<p>PO Box 3804, Basingstoke, RG24 4NB tel: 0800 408 5500 email: enquiries@gassaferegister.co.uk</p> <p>www.gassaferegister.co.uk/default.aspx</p>
<p><u>London Borough of Richmond Upon Thames</u></p> <p>Landlord advice service including insurance, grants and disputes, schemes for private landlords</p>	<p>Civic Centre, 44 York Street, Twickenham TW1 3BZ tel: 020 8891 7409 email: housingadvice@richmond.gov.uk</p> <p>www.richmond.gov.uk/home/housing/advice_for_owners_and_landlords.htm</p>
<p><u>Department for Business Innovations and Skills</u></p> <p>Wide range of advice and publications including furniture and furnishings fire safety regulations and home safety</p>	<p>www.bis.gov.uk/</p> <p>www.bis.gov.uk/files/file24685.pdf</p>
<p><u>NICEIC (National Inspection Council for Electrical Installation Contracting)</u></p> <p>Advice on standards and installers for electrical installations and equipment and guide for landlords</p>	<p>Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX tel: 0870 013 0382</p> <p>www.niceic.org.uk</p>

Organisation	Contact Details
<p><u>Department of Communities and Local Government (DCLG)</u></p> <p>Information on legislation and proposals affecting private sector housing including tenancies</p>	<p>Eland House, Bressenden Place, London, SW1E 5DU tel: 020 7944 4400 www.communities.gov.uk/</p>
<p><u>The Southern Landlords Association</u></p> <p>The Association seeks to represent residential landlords throughout England by offering a range of services to further the interests of its members</p>	<p>The Business Centre, 17a Priory Road, Tonbridge, TN9 2AQ tel: 0845 475 3583 email: info@southernlandlords.org http://southernlandlords.org/</p>
<p><u>The National Landlords Association (NLA)</u></p> <p>Independent national organisation for private residential landlords</p>	<p>22-26 Albert Embankment, London SE1 7TJ tel: 020 7840 8900 email: info@landlords.org.uk www.landlords.org.uk/index.htm</p>
<p><u>London Landlord Accreditation Scheme</u></p> <p>London based accreditation scheme offering development and courses in property management to ensure landlords comply with legislative duties</p>	<p>c/o Environmental Health Team, Town Hall Extension, Argyle Street, London WC1H 8EQ tel: 020 7974 1970 email: LLAS@camden.gov.uk www.londonlandlords.org.uk/</p>