

DEVON LANDLORDS' ASSOCIATION

Code of Practice

Devon Landlords' Association (DLA) has developed a code of practice with which we expect our members to comply.

Section1: Fit and Proper Landlord.

I, as a landlord, declare that I am a fit and proper person to conduct a property letting business with no unspent convictions which would bring the Association into disrepute including:- offences for fraud, violence, drugs or offences listed in Section 3 of the Sexual Offences Act 2003. I also declare that I am not subject to prosecution for Housing Benefit Offences or failing to comply with any Housing Legislation.

Section 2: Relationship with tenant.

As a Landlord I will:-

1. Always act in a fair, honest and reasonable way in all my dealings with tenants and will respect their rights to peaceful and quiet enjoyment of the property;
2. Not discriminate in any way against prospective and/or existing tenants.
3. Other than in emergencies, give the tenant appropriate notice when seeking access to the property,
4. Provide tenants with a written tenancy agreement, inventory, contact details and statement of the location of their deposit if one is taken,
5. Provide all new tenants with an energy performance certificate where appropriate.
6. Acknowledge promptly all communications received from the tenant and respond appropriately,
7. Notify the tenant in writing of any breach of the tenancy agreement that could be used as a basis for terminating the tenancy agreement,
8. Not cause harassment to a tenant or evict him/her illegally,
9. Ensure that any deposit paid by a tenant is safeguarded via a custodial or insurance based scheme.
10. Not refuse a tenant a reference at the end of the tenancy.

Section 3: How you manage the property

10. Ensure all accommodation is in a 'fit for habitation state', and is in an acceptable state of repair,
11. Repair defects promptly and with minimum disruption to the tenant;
12. Comply (Subject to statutory rights of appeal) with all statutory notices served by a local authority;
13. Undertake annual gas safety checks, hold certificates and provide tenants with copies.
14. Ensure that fire detection and emergency lighting installations (when required) are properly serviced to relevant British Standards and to carry out a risk assessment in line with Government guidance,

15. Promote Housing and Council Tax Benefit, where appropriate, but only to the extent of making the tenant or prospective tenant aware of the scheme and from where claim forms and further advice can be obtained.

Signed Date

DLA Membership Number