



If you need more help, or information about the Services we provide please contact us :

Tenant Complaints : (properties occupied by a single family/person)	01274 433531
Houses in Multiple Occupation :	01274 437107
Other Private Property Complaints :	01274 433531
Accreditation of Rented Property :	01274 437148
Empty Properties :	01274 437107

For information regarding other **private** housing issues or for specific leaflets which cover the services we provide in detail, please contact 01274 437148.

Other Useful Contacts

National Grid (gas leaks/unsafe appliances) :	0800 111 999
Gas Safe Register :	0800 408 5500
Visible Services (Fly tipping etc.) :	01274434922
Pest Control :	01274 433926
Environmental Health/Protection :	01274 434366
The Rent Service :	0113 2439 438
The Key House Project (Tenancy Advice) :	01535 680677
Warm Front (grants for heating & insulation) :	0800 316 2814

www.bradford.gov.uk/housing




**Department of Regeneration,
Housing Service,
1st Floor South Wing,
Jacobs Well,
Bradford,
BD1 5RW.**




LANDLORD'S RESPONSIBILITIES

This guide is intended to make clear to both landlords and tenants what is expected of them during the tenancy, however the tenancy agreement remains the definitive document (but not so as to exclude the Landlords statutory responsibilities).








Before the Tenancy

-  Make sure the property is in good repair and that any disrepair is sorted out before the tenant moves in.
-  Ensure the safety of all gas appliances and pipework is checked annually. These checks must be undertaken by a Gas Safe registered engineer who is qualified under the appropriate approved code of practice. A copy of the safety certificate must be given to the tenant at the start of the tenancy and after each subsequent annual check.
-  Ensure the electrical installation at the property is checked by a member of a relevant professional body, e.g. NICEIC (National Inspection Council for Electrical Installation Contracting) at least once every five years, or more frequently if specified on the electrical certificate. (New installations or relocation of existing provision is subject to The Building Regulations 2000 - Approved Document P which came into effect on 1 January 2005.






-  Make sure independent battery operated smoke alarms are provided, at a minimum of one in the ground floor hallway and one per landing, all of which should be fixed to the ceiling.

Independent smoke alarms may not be appropriate in the case of houses let in multiple occupation.








If in doubt contact the Private Sector Housing Service.

-  A clause should be included in the tenancy agreement to allow access to the property to carry out maintenance checks and repairs, after giving reasonable notice - normally 24 hours.
-  There should be sufficient bathroom and kitchen facilities for the number of tenants.
-  If the property is to be let "furnished", all furniture and furnishing should meet the requirements of the Furniture and Furnishings (Fire Safety) (Amendment) Regulations 1988 (As Amended).
-  Show tenants around the property. Provide and agree a written inventory.
-  Provide tenants with a written tenancy agreement, giving details of any bond or deposit, the rent and whether charges for utilities are included.
-  Provide tenants with details of who to contact in case of emergency.
-  Where required, provide details for benefit applications to the tenant or Benefits Office.

During the Tenancy

-  Maintain independent smoke alarms (if applicable)
Tenant must check the alarm by pressing the test button once per week. Landlord must replace the battery once per year and vacuum and wipe the smoke alarm casing to ensure dust is not blocking the sensor chamber.
-  Carry out repairs promptly.
-  Give reasonable prior notice to tenants if access is required to the property for routine maintenance checks or to carry out repairs. (Normally 24 hours).
-  Act immediately on urgent repairs, particularly where the health and safety of the tenants may be at risk.
-  Provide enough dustbins/refuse containers for the tenants and make sure they are emptied regularly.

After the Tenancy

-  Ensure that the appropriate notice requiring possession is served on the tenant, giving the appropriate period of notice and the grounds for possession (if required). Keep a copy of the notice and wherever possible deliver the notice to the tenant by hand and get the tenant and the person serving the notice to initial and date the notice to confirm when it was served.
-  Inspect the property one week before the end of the tenancy, giving the tenants at least two days notice prior to the inspection.
-  Check through the original written inventory with the tenant. A reasonable level of wear and tear should be allowed for.
-  At the end of the tenancy, return the bond/deposit to the tenant within 14 days. If any deductions are made, provide a written statement to the tenant of what has been deducted and why.
-  On the day of departure, check any meter readings (if appropriate) and notify the appropriate companies.
-  Obtain forwarding details for the tenant wherever possible to enable mail and the bond/deposit to be returned at a later date.
-  Notify Housing Benefit (if appropriate) of the date that the tenant departs (to prevent later repayment of overpaid rents).