



You have been granted a licence

So what does this mean?

This leaflet is to help you follow your licence conditions to ensure the tenancy is well managed, the property is safe and in good repair. This guide is not an exhaustive list, the conditions set out in the attachment to your licence provide full details of the legal requirements.

What do you need to have?

- Valid satisfactory annual Gas Safety Certificate (GSC)
- Working Smoke alarms on each floor of the property
- Valid Energy Performance Certificate (EPC) at least a grade E
- Portable Appliance Test (PAT) for any electrical items provided
- A written tenancy agreement
- Property in good repair
- Ensure the property has an EICR and complies with The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

What do you need to do?

- Spend time to select the right tenant and obtain written references from previous landlord(s). Contact Selective Licensing Team for help with referencing or download our tenant check form: [Tenant Referencing Form](#)
- Check property is in good repair
- Undertake an inventory
- Follow legislation for granting and ending a tenancy <https://www.gov.uk/government/publications/understanding-the-possession-action-process-guidance-for-landlords-and-tenants>

- Protect any deposit taken <https://www.gov.uk/tenancy-deposit-protection>
- Provide the tenant with the correct documents at the start of the tenancy i.e. How to Rent Guide (<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england>), EPC, GSC, details of where the deposit will be held.
- Inform the tenant of what you expect from them:
 - Looking after your property
 - Rent payments
 - Waste collection
 - ASB
- Ensure the GSC is undertaken annually and a copy is sent to the Selective Licensing Team (can be done up to 2 months before the current one expires)
- Deal with any Anti-Social Behaviour that arises
- Inspect within three to six months of the commencement of the tenancy and thereafter annually
- Attend a development day
- Understand how to regain possession using the correct notice and serve the correct notice period as appropriate. <https://www.gov.uk/government/publications/understanding-the-possession-action-process-guidance-for-landlords-and-tenants>

What do you need to consider?

- If the back street has an alley gate does your tenant have a key? Ensure this is provided at the start of the tenancy.
- Provide tenant with details of waste collection <https://burnley.gov.uk/binday/>
- Notify Selective Licensing Team of changes to management of the property
- Update the Selective Licensing Team with changes to your contact details
- When selling the property, the licence will need to be revoked, tell the Selective Licensing Team of any changes in ownership
- Keep up to date with changes that affect landlords <https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england>
- Consider joining the Good Landlord and Agent Scheme (GLAS) which is a voluntary accreditation scheme giving Landlords and Agents an opportunity to work in partnership with us to improve the conditions of private rented housing in the Borough which provides tenants with confidence in the quality and management of their accommodation

Choosing a Managing Agent

Points to consider if you choose to appoint an agent to manage your properties:

- Are they a member of a professional body such e.g. Safeagent or ARLA?
- Have they provided a written agreement specifying their responsibilities? Does this ensure you meet the conditions of your licence? Are your responsibilities clear?
- Will your rental income be protected with legally required Client Money Protection?
- Are they a member of a government approved Redress scheme?
- Reputation – does the agent have good local understanding and operate a well-established business? Speak to other landlords; who do they recommend? Ask SL team if they meet “fit and proper person” criteria.
- Are they compliant with current legislation, including Tenant Fees Act 2019?
- Will they provide monthly rental statements, copies of property inspection reports, gas safety certificates, updates on changes of tenant and vacant periods?
- Do their repair reporting procedures and ASB policies ensure you will be compliant with your licence? Do they have appropriate emergency cover?
- Don't be tempted to cut corners and opt for the cheapest option; do your research so you can be satisfied your asset is left in responsible hands.

What the Selective Licensing team will do

- We will investigate concerns and take actions against landlords who are not complying with the conditions of their licence; speak to us about problems with neighbouring properties (property condition, ASB) and encourage tenants to do the same.
- Inspect properties and enforce conditions to ensure all landlords are operating on a level playing field
- Tenant checks – ASB, environmental crime etc.
- Host free training days covering all aspects of tenancy management and update landlords on latest legislation
- Tell us if you have concerns about the way other landlords and agents are operating; we will investigate and take action where necessary