



## The iHowz Accreditation Scheme Overview of the Foundation Course

The training will cover all the main areas that a landlord should know in order to operate a successful business: -

- The preliminary requirement,
- How to set up a tenancy,
- How to prevent problems occurring during a tenancy,
- What do if things go wrong and what to do at the end of the tenancy?

Detailed notes will be supplied which will allow the delegates full assistance with the short test at the end of the day's training.

This will briefly outline everything required for a successful let, more in depth knowledge will be given on the CPD courses.

The major areas to be covered will be: -

### **Pre-Tenancy** [Guidance time 30 Minutes]

- Agents
- Responsibilities and legal issues
- Permissions required
- Insurances
- Income tax and other tax issues
- Council tax
- Where to get information
- Landlord associations
- Accreditation and continuous professional development
- EPC
- Equalities Act

### **Responsibilities and Liabilities** [Guidance time 1hr: 30]

- Repair & Maintenance
- Terms Implied by both Common & Statutory Law
- Housing Health and Safety Rating System [HHSRS]
- Hazards & Enforcement
- Outline of Common hazards
- Gas & Electrical Safety
- smoke alarms
- Furniture Safety
- Houses in Multiple Occupations (HMOs)
- Housing and Planning Act
- Rent repayment Orders
- Fixed Civil Penalties
- Legionella
- Licensing (includes all types of Licensing)
- Management regulations
- Fit & proper person
- Procedures & Offences

### **Start of Tenancy** [Guidance time 60 Minutes]

- Types of Tenancy
- Immigration Act 2014 (Right to Rent Law)
- Assured Shorthold & Assured tenancies
- Common Law
- Fixed Term
- Contractual Periodic
- Regulated Tenancies & Licences
- Subletting & assigning
- Tenancy Agreement
- Written & Oral
- Unfair terms
- Inventory
- Rent Book
- Deposits & Bond Guarantee
- Utilities
- References & Guarantors

### **During Tenancy** [Guidance time 60 Minutes]

- Routine Visits and Maintenance
- Right of entry and Refusal
- Emergency procedures
- Changing Terms of Tenancy
- Tenant leaving
- Rent collection
- Increases
- Managing Rent Arrears
- Triggers & Options
- Landlord - Tenant Relations
- Mediation & Legal Action
- Nuisance & Anti-social Behaviour

### **How to end the Tenancy** [Guidance time 30 Minutes]

- Termination of Tenancy by tenant
- Fixed term; Periodic