



Lincoln Students' Union

Accreditation Scheme Agreement

Information has been referenced by; The Ministry of Housing, Communities and Local Government, City of Lincoln Council, Lincolnshire County Council, Lincolnshire Fire and Rescue and Lincolnshire Police.

1. Context

- 1.1 The Lincoln Students' Union Accreditation Scheme Agreement lays out the expectations of a Property Manager and their Accommodation. Lincoln Students' Union Accreditation is a scheme to approve student accommodation available for University of Lincoln and Bishop Grosseteste University students in Lincoln. This agreement should be read alongside the relevant Code of Practice, and Property Compliance Checklist documentation.
- 1.2 This Lincoln Students' Union Accreditation Scheme Agreement is for any Property Manager looking to gain a Lincoln Students' Union Accreditation status with a property or multiple properties within Lincoln.

2. Aim

- 2.1 The aim of the Lincoln Students' Union Accreditation Scheme Agreement is to lay out the expectations of a Property Manager's provision for students whilst legally complying with housing and safety regulations.
- 2.2 Lincoln Students' Union Accreditation Scheme aims to provide students with a clean, safe and liveable property to reside in whilst studying at the University of Lincoln, as well as demonstrating good value for money by charging 'fair rent' and delivering a good level of property management service for students.
- 2.3 The Lincoln Students' Union Accreditation Scheme Agreement outlines the standards expected of student accommodation alongside the Code of Practice, and Property Compliance Checklist documentation.

3. Pre-Approval

- 3.1 Property Managers who wish to join the scheme will need to complete an application form, pass a criterion check and pay a registration fee. Property Managers must agree to comply with the Lincoln Students' Union Accreditation Scheme Agreement and Code of Practice.
- 3.2 On receipt of an application form and registration fee, contact will be made with the Property Manager within 5 working days to arrange a compliance visit. The Housing and Accreditation Manager, or designated representative from Lincoln Students' Union will undertake a physical review of the property, with the Criteria for Student Experience, before approval is awarded. Access to the property must be agreed in order for the property to become 'Approved'.
- 3.3 In exceptional circumstances, or where Government guidelines are in place, it may be appropriate to complete a virtual check of the property with the landlord through an online video calling platform.
- 3.4 A 'Fit and Proper Person' form is necessary to declare any previous convictions alongside an application form.
- 3.5 Lincoln Students' Union hold the right to withhold a Property Manager joining Lincoln Students' Union Accreditation Scheme if all of the necessary information is not submitted.

4. Post-Approval

- 4.1 Once a Property Manager's accommodation has been approved, their properties will be listed at www.lincolnstudentlettings.com and advertised to students as 'Accredited'.
- 4.2 Responsible Property Managers are required to prove they are undertaking continued professional development (CPD). A comprehensive CPD course for Landlords can be acquired through DASH Services <https://www.dashservices.org.uk/Accreditation> and lasts for 3 years from the date of completion.
- 4.3 Property Managers shall continue to adhere to the relevant Lincoln Students' Union Accreditation Code of Practice, and failure to comply may result in the removal of the 'Accredited status' from the property.
- 4.4 If a student tenant has an issue with the property that requires escalation, they shall follow the Lincoln Students' Union Complaints Procedure.
- 4.5 Property Managers will receive a date-stamped electronic certificate stating that their property has been approved and Accredited. The Property Manager will also receive a digital badge which they can display on their property listing or website.
- 4.6 Deposits shall be managed in accordance with section 3.4 of the Accreditation Scheme Code of Practice

5. Requirements of a Property

- 5.1 Each property will be individually assessed to ensure the highest quality for students and properties will be assessed annually as a minimum. Property Managers will be provided with a copy of the compliance checklist prior to the initial Accreditation inspection.
- 5.2 It is a Property Manager's responsibility to look after the exterior of a property and structural elements of a property as well as the inside facilities which are part of the property, with appropriate insurance in place. Properties shall be in good repair and free from hazards.
- 5.3 The Housing Health and Safety Rating System and the 29 prescribed hazards are described in the 'Housing Health and Safety Rating System Guidance for Landlords and Property Related Professionals,' found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/15810/142631.pdf
- 5.4 For the full specification of standards for Accredited properties consult section 4.0 of the relevant Accreditation Scheme Code of Practice.
- 5.5 Details of our Fire Safety requirements and guidelines for completing Fire Risk Assessments can be found in section 5.0 of the Accreditation Scheme Code of Practice.
- 5.6 If the property to be accredited is a house in multiple occupation (HMO) and requires a licence under Part 2 of Housing Act 2004 (Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018), then a licence application must be submitted to City of Lincoln Council prior to the application for Accreditation. Evidence of a valid application must be produced. Full details of our HMO requirements can be found in section 4.6 of the Accreditation Scheme Code of Practice.

6. Occupying your Property

- 6.1 As part of registration of a property, the applicant must submit an accurate description of the property and all rooms within that property. This must include a floor plan. This will be checked during the Accreditation compliance check.
- 6.2 At least 24 hours' notice shall be given to current occupants, via email and text, before showing prospective occupants round the property or completing any maintenance works.
- 6.3 Details of tenancy agreement and contractual requirements can be found in sections 3.2 and 3.6 of the relevant Accreditation Scheme Code of Practice.

7. Rent, Charges and Communication

- 7.1 Clear and precise statements will be provided including annual rental values, dates and how payments will be made. The value and purpose of any deposits held will be clearly stated, including details on how deposits will be received from groups in joint tenancies.

- 7.2 Details of the responsibility for payment of other utility payments and any division of those payments will be stated.
- 7.3 Specific details relating to rents and charges are detailed in section 3.3 of the relevant Accreditation Scheme Code of Practice.
- 7.4 Any complaints are directed to the University of Lincoln Students' Union's Housing Complaints Procedure.

8. Required Inventory

- 8.1 A full compliance check of the property will take place as part of the inspection, including checking that all required furniture is provided. Items shall be of a safe and usable standard in order to be approved. On arrival of the property, the Property Manager shall provide occupants with an inventory to date and sign.
- 8.2 Detailed inventory and amenity requirements are provided in section 6.0 of the relevant Accreditation Scheme Code of Practice.

9. Maintenance

- 9.1 Property Managers shall ensure the property is and remains in reasonable decorative order and shall ensure safety features of a property are repaired efficiently, including, but not limited to: stair bannisters, handrails, windows, doors, sockets, fire alarms and appliances.
- 9.2 Emergency contact details must be made available for all tenants, and repairs must be completed within the time frames as detailed in section 7.2 of the relevant Accreditation Scheme Code of Practice.

10. Force Majeure

- 10.1 In the event of circumstances amounting to 'force majeure' neither party shall be in breach of contract or held liable for any obligations which cannot be met, if such delay or failure of obligation results from events, circumstances or causes beyond its reasonable control.

By signing this form, I am declaring that I understand and agree to the terms of the Lincoln Students' Union Accreditation Scheme Agreement as detailed above, and the Students' Union Accreditation Scheme Code of Practice.

Name _____

Signed _____

Date _____