

# ***City of Lincoln Trusted Landlord Scheme***

## ***Terms and Conditions***

These are the terms and conditions for landlords and letting agents who wish to enrol, and are accepted onto, the City of Lincoln's Trusted Landlord Scheme (the "Scheme").

### **Pre-condition**

To enrol onto the scheme the landlord must first be accredited with one of the **recognised organisations**.

The **recognised organisations** are:

1. Decent and Safe Homes
2. National Landlords Association Accreditation Scheme
3. Residential Landlords Association Accreditation Scheme
4. Lincoln Student Housing Accreditation Scheme
5. The Private Rented Sector Accreditation Scheme

### **Standards**

The standards to be applied to the management of residential properties and tenancies in the control of the enrolled landlord shall be the standards set out in the code of practice of the accreditation scheme to which the landlord subscribes.

The landlord will also agree to abide by any additional terms of the **Scheme**. These are described in section 8 "*ANTI SOCIAL BEHAVIOUR and NEIGHBOURHOOD RELATIONSHIPS*"

Where the City has adopted a protocol for landlords and letting agents to aid with the handling of problems concerning anti-social behaviour they will work to the terms of that protocol so far as is reasonably possible.

### **Inspection of properties**

A condition of the **Scheme** is that 10% of the landlord's properties in Lincoln are assessed. The landlord should assist in providing access to the selected properties and provide copies of relevant documents to aid the assessment.

After a landlord has been accepted into the Trusted Landlord Scheme then should he/she acquire any further residential property within the city boundary for the purpose of letting, or if any of the original properties are disposed of then the landlord should notify the council without undue delay.



## **Promotion of membership of the Scheme**

Whilst the landlord is enrolled with the Scheme he/she may freely advertise that membership in any promotional material, and may use any logo developed by the Council for that purpose.

Where the landlord ceases to be enrolled with the scheme for whatever reason then he/she must without delay remove any promotional material, whether paper or electronic, which suggests or could imply current membership of the Scheme. For the purposes of clarity the advertisement of historic enrolment need not be withdrawn.

## **Payment**

Where the City Council charges a fee in respect of enrolment into the scheme then this will be paid by the landlord within 30 calendar days of the invoice being raised.

## **Exclusion from the Scheme**

If a Trusted Landlord is in breach of the Terms and Conditions of the Scheme, or otherwise fails to meet the requirements of the scheme or brings the scheme into disrepute then that person may be excluded from the scheme.

Where the Council decides to exclude a person from the scheme then the right of appeal against such a decision will follow the corporate complaints procedure.

