

## Appendix 3

### Licence conditions

The licence holder is required to:-

- Where gas is supplied to the property produce annually to the City Council the gas safety certificate obtained in respect of the property within the last 12 months.
- Keep electrical appliances and furniture provided in a safe condition and supply to the City Council, on demand, a declaration as to the safety of such electrical appliances and furniture.
- Ensure that smoke alarms are installed in the house and kept in proper working order and supply, on demand, a declaration as to the condition and positioning of such alarms.
- Supply, on demand, certificates from a competent person showing that the HMO's fire warning system has been installed and/or maintained and /or tested by him and that it is in proper working order.
- Supply every occupier of the HMO with a written statement of the terms on which they occupy it (a standard Tenancy Agreement containing clauses which amongst other things impose reasonable duties and responsibilities on occupiers will satisfy this requirement). Include within the statement a requirement that the occupier:
  1. comply with the Manager's reasonable written instructions for the storage within the property of refuse and household waste; and
  2. presents the property's refuse containers on refuse collection days at the specified location on its boundary for emptying by the Council
- Display the following in a prominent location within the HMO:
  1. The HMO licence;
  2. The current gas safety certificate;
  3. The manager's name, address and contact telephone number
- Ensure that suitable management arrangements are in place including:
  1. A system for tenants to report defects and emergencies with arrangements to respond to these reports
  2. A process for dealing with anti-social behaviour associated with the property