

What is expected from a Manager/Managing Agent of a HMO

As a manager of a HMO you will be required to live within a 50 mile radius of Newport. You will need to complete the manager/managing agent HMO licence form and provide a Basic Disclosure Scotland/Criminal Records Bureau check certificate in order to be assessed to ensure you are fit and proper to manage a HMO.

A manager will ensure that the HMO is being run in a suitable manner this includes ensuring no anti-social behaviour is emanating from the property, that any repairs are being carried out, that the property is being maintained and communal areas are kept clean and tidy. They will also provide access to the property for inspections to be carried out, in the case of an incident at the property (e.g. a fire), they should be able to meet an Environmental Health Officer at the property at short notice or arrange for access to be gained.

Managers will hold responsibility to ensure that the conditions attached to the HMO licence are being maintained and that The Management of Houses in Multiple Occupation (Wales) Regulations 2006 or The Licensing and Management of Houses in Occupation (Additional Provisions) (Wales) Regulations 2007 are not being breached.

This Includes:-

1. The managers name and contact details are made available to all tenants & displayed within the property.
2. That all means of escape from the property are kept free from obstruction and maintained in good working order and repair.
3. That the fire alarms & any other fire fighting equipment provided are maintained in good working order.
4. The manager must take all measures as are reasonably required to protect the occupiers of the HMO from injury, having regard to:
 - The design of the HMO; and
 - The structural conditions in the HMO; and
 - The number of occupiers in the HMO.
5. The manager must in particular in relation to any roof or balcony that is unsafe, either ensure that it is made safe or take all reasonable measures to prevent access to it for so long as it remains unsafe.
6. In relation to any window the sill of which is at or near floor level, ensure that bars or other safe guards as may be necessary are provided to protect the occupiers against the danger of accidents which may be caused in connection with such windows.
7. The manager must ensure that the water supply and drainage system serving the HMO is maintained in good, clean and working condition.
8. The manager must supply to Newport City Council within 7 days of receiving a request in writing the latest Gas safety certificate.
9. The manager must ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing. They must supply a certificate of testing to Newport City Council within 7 days of receiving a request in writing.
10. The manager must ensure that all common parts of the HMO are:
 - Maintained in good and clean decorative repair;
 - Maintained in a safe and working condition; and
 - Kept reasonably clear from obstruction.

11. The manager must in particular ensure that:

- All handrails and banisters are at all times kept in good repair;
- Any stair coverings are safely fixed and kept in good repair;
- All windows and other means of ventilation within the common parts are kept in good repair;
- The common parts are fitted with adequate light fittings that are available for use at all times by every occupier of the HMO, and
- Fixtures, fittings or appliance used in common by two or more households within common by two or more households within the HMO are maintained in good and safe repair and in clean working order.
- All outbuildings, yards and forecourts which are used in common by two or more households living within the HMO are maintained in repair, clean condition & good order.
- Any garden is kept in a safe and tidy condition.
- Boundary walls, fences and railings are kept and maintained in good and safe repair so as not to constitute a danger to occupiers.

12. The manager must ensure that each unit of living accommodation within the HMO and any furniture supplied with it are in clean condition at the beginning of a person's occupation of it.

13. The manager must ensure that in relation to each part of the HMO that is used as living accommodation, internal structure is maintained in good order, any fixtures, fittings or appliances within the part are maintained in good repair and in clean working order, and that every window and other means of ventilation are kept in good repair.

14. The manager must ensure that sufficient bins or other suitable receptacles are provided which are adequate for the requirements of each household occupying the HMO for storage of refuse and litter pending their disposal.

Any manager may be held accountable if when a property is inspected any of the above is not being met.

If a prosecution is brought against the manager under section 234(3) of the Housing Act for failing to comply with the management regulations, the offence is punishable on summary conviction with a fine not exceeding level 5 on the standard scale.

If a prosecution is brought against the manager under section 72 (1) failing to licence a HMO for which they are the person having control or managing or section 72 (2) the manager or person having control allows another person to occupy the HMO and that person's occupation results in the HMO being occupied by more households or person than is authorised on the licence. On summary conviction they will be liable to a fine not exceeding £20,000.

If you need any further assistance completing this form, then please contact:

**HMO Licensing
Environmental Health Housing Team
Public Protection
Newport City Council
Civic Centre
Newport
NP20 4UR**

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Email: hmo@newport.gov.uk
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