



Property Accreditation Standards 2012/2013

*Promoting responsible renting of student housing in the city
of Southampton*

Letting period 1st July 2012 to 30th June 2013

Version 3, 01/11/2011

All properties advertised under the SASSH programme, including one bedroom accommodation and/or property let to a single individual/couple/family, must meet at least the One Star level as set out in this document. If a landlord submits a property to be advertised via the scheme on www.sassh.co.uk, the landlord is deemed to declare that the property complies with these standards, to the level advertised.

For resident landlords, who are letting accommodation in their own homes, all parts of the property used or accessed by the tenant/lodger(s) are required to meet the SASSH Standards for Rooms Let within a Domestic Home (see separate document).

Please note that all accredited properties must have bathroom and kitchen facilities consistent with Southampton City Council's published 'Guidance on Standards for Houses in Multiple Occupation'.

All 3 storey properties occupied by 5 or more tenants must be licensed, or a licensing application must have been submitted to Southampton City Council under the mandatory HMO licensing scheme, before the property can be accredited under SASSH.

As part of a sample inspection programme, properties may be visited by officers of Southampton City Council following accreditation.

It is assumed that an application is made honestly and truthfully. However, should an inspection reveal that a property does not comply with the accredited standard; accreditation status may be suspended, downgraded or revoked. A property will only be reinstated upon reaching the appropriate standard.



Property and Management standards as follows:

PROPERTY - EXTERNAL

Chimney

- No risk of collapse
- Not leaking or causing dampness internally

Roof

- No missing or loose slates or tiles and the roof is not leaking or causing dampness internally.
- Flat roofs are in sound condition and not causing dampness internally
- All flashing and abutments are sound and not causing dampness internally

Guttering and Downpipes

- All surface water down pipes are kept clear of debris to ensure effective removal of rainwater
And all discharge to a suitable gully or soakaway
- No insecure leaking gutters or downpipes causing dampness internally

Fascia Boards/Bargeboards

- No insecure or rotten boards

Walls

- No subsidence or loose brickwork, where risk of collapse
- No perished pointing or fractures causing dampness internally

Windows/Doors

- All windows and doors can be opened, closed and secured easily
- Do not leak, are not excessively draughty and fit their frames correctly
- Low level windows are fitted with restrictors to prevent falls

Drains

- Are working correctly and are not blocked or leaking sewerage
- No waste water pipes discharge into a surface water gully or any part of the surface water drainage system. All connections to comply with the current Building Regulations

Garages/Outbuildings

- Are safe and there is no risk of collapse

Paths

- Are reasonably level and with no tripping hazards
- There is adequate drainage to remove surface water and prevent pooling

Garden

- All external areas within the property boundary are maintained in a neat and tidy condition throughout the tenancy by the landlord, where he/she retains responsibility for these areas
- There are no unguarded retaining walls or steps where there is risk of falling

Security

- Side and rear access is secured with strong, high, lockable gate(s). Gates to be openable from inside without the use of a key, e.g. bolted, to ensure safe egress in case of fire

Waste Disposal

- Adequate waste disposal facilities for the number of occupants

PROPERTY - INTERNAL

Ceilings

- Are sound with no holes or cracks (other than settlement or drying out cracks) and no risk of collapse.

Walls

- Are free from penetrating and rising damp
- There are no holes or cracks (other than settlement or drying out cracks)

Floors

- Are sound, level, have no loose boards or holes and no tripping hazards
- Changes in floor level are eliminated; if this is not possible they are clearly defined and made as safe as possible

Dampness/Condensation

- There are no leaking pipes within the property
- The dwelling is not prone to dampness due to condensation

Heating

- There is a fixed heating system such as central heating or off peak storage heating which effectively heats the whole of the dwelling
- All gas appliances are subject to a current up to date gas safety certificate issued by a Gas Safe registered contractor every 12 months

- Tenants will be provided with a copy of this gas safety certificate at the beginning of their tenancy and an updated certificate within 14 days of appliance testing

Water

- There is adequate hot and cold running water to all sinks, baths and basins
- There is a supply of wholesome drinking water

Electricity

- There are at least four electrical power points in all habitable rooms
- There is either a dedicated outdoor electrical socket, residual current device (RCD) protection to all ground floor electrical sockets, or one portable residual current device safety adaptor, conforming to BS 7071, provided and kept available in a convenient and accessible location
- The installation is covered by a current Periodic Inspection Report, dated within the last 3 years and all items listed as 1 and 2 requiring works have been carried out

Energy Efficiency

- There is at least 200mm loft insulation, or if the dwelling is new build, it must comply with current Building Regulations requirements
- Single skin walls have been lined and insulated
- There is hot water tank insulation of 80mm loose tied insulating jacket (red) as a minimum
- There is an energy performance certificate (EPC) for each self contained unit of accommodation (e.g. flat), or for the whole building, if it is occupied as a shared house with all tenants on a single joint tenancy agreement. N.B. There is no need for an EPC for a shared house where all tenants are on individual tenancy agreements.
- On the energy performance certificate the energy efficiency rating and potential environmental impact rating must be a minimum of a F rating or above.

Kitchen

- Kitchen facilities are suitable for the number of occupants and provided in accordance with the Southampton City Council's published 'Guidance on Standards for Houses in Multiple Occupation'
- All sinks are properly connected to mains drainage and have a constant supply of hot and cold water
- Walls, floors and worktops have smooth impervious surfaces throughout, which are capable of being cleansed and maintained in a hygienic condition
- The layout/design of the kitchen prevents collisions with hot surfaces

Bathroom/WC

- Is located within the dwelling

- Walls and floors have smooth impervious surfaces throughout which are capable of being cleaned and maintained in a hygienic condition
- Bathroom facilities are suitable for the number of occupants and provided in accordance with the Southampton City Council's published 'Guidance on Standards for Houses in Multiple Occupation'
- All baths, showers and wash hand basins are properly connected to mains drainage and have a constant supply of hot and cold water
- Where there is a separate WC compartment this is internal and must be provided with impervious surfaces throughout which are capable of being cleaned and maintained in a hygienic condition
- In addition any WC compartment is provided with
 - Correctly functioning WC, with seat and lid
 - Adequate ventilation
 - Door to compartment, lockable from inside
 - Wash hand basin within the compartment

Staircase

- The stairs are in good repair and fitted with at least one handrail, suitable balustrade and vertical balusters
- Treads and risers are uniform in depth, height and width for entire length of flight
- There is adequate artificial lighting to the stairs
- There are no doors opening directly onto the stairs at the top or bottom of the flight
- Any stair carpet or covering is securely fixed

Asbestos

- There is no exposed asbestos lagging or insulation
- Any asbestos cement sheets (commonly found as roof tiles, corrugated roof sheets, wall boards and soffits) are in good repair

Crowding/Space

- There is no statutory overcrowding
- No bedrooms are below the minimum size specified in the current version of Southampton City Council 'Guidance on Standards for Houses in Multiple Occupation', and they ensure adequate space for typical bedroom furniture, plus a desk, chair and storage space for books and personal items
- If the dwelling is a House in Multiple Occupation, the maximum occupation of rooms does not exceed the standards set by the Local Authority

Lighting

- There is adequate natural and artificial lighting in all habitable rooms and adequate artificial lighting to all other areas within the dwelling such as circulation areas, bathroom and kitchens

Fire

In accordance with the LACORS 'Housing – Fire Safety' guidance published in July 2008 and March 2009, landlords should carry out a Fire Risk Assessment to determine the level of fire protection required in each of their properties. However, the following should be installed as a minimum standard in **shared houses**.

For clarity, shared houses can be defined as those properties (houses or flats) occupied by a group of people who know each other, will probably have signed the tenancy agreement together, at the same time, and whose mode of living is similar to that of a family.

Up to 2 storeys

- Grade D LD3 fire detection and alarm system consisting of:
 - Interlinked mains wired smoke detectors with integral battery back-up located in the escape route on all floor levels
 - Additional interlinked heat detector with integral battery back-up located in the kitchen
 - Additional interlinked smoke detector with integral battery back-up located in the lounge
 - Additional interlinked smoke detectors with integral battery back up located in any cellar (habitable or otherwise)
 - Wireless fire alarm systems fitted in accordance with British Standard 5839-6:2004
- No requirement for full 30 minute protected route, but the escape route should have sound, traditional construction and should not pass through risk rooms
- No requirement for fire doors throughout, but sound, well constructed and close fitting conventional doors are required. However, a fire door meeting the full FD30S specification should be provided on the kitchen. This includes an overhead self closing device, intumescent strips and smoke seals.
- No requirement for emergency lighting, but sufficient conventional artificial lighting should be provided
- All final exit doors should be openable from the inside without the use of a key
- A fire blanket should be provided in any shared kitchen (1 blanket for each cooker)
- Furniture supplied must conform to the Furniture and Furnishings (Fire Safety) Regulations 1988

3 storeys

- Grade D LD3 fire detection and alarm system consisting of:
 - Interlinked mains wired smoke detectors with integral battery back-up located in the escape route on all floor levels
 - Additional interlinked heat detector with integral battery back-up located in the kitchen
 - Additional interlinked smoke detector with integral battery back-up located in the lounge
 - Additional interlinked smoke detectors with integral battery back up located in any cellar (habitable or otherwise)
 - Wireless fire alarm systems fitted in accordance with British Standard 5839-6:2004
- No requirement for full 30 minute protected route, but the escape route should have sound, traditional construction and should not pass through risk rooms. If a cellar is present (habitable or otherwise), 30 minute separation is required between the cellar and the ground floor escape route
- A fire door meeting the full FD30S specification should be provided on the kitchen. This includes an overhead self closing device, intumescent strips and smoke seals.

- Fire doors meeting the FD30 specification should be provided on all other risk rooms opening onto the escape route (living rooms, bedrooms, dining rooms – not bathrooms). This includes an overhead self-closing device and intumescent strips, but not smoke seals.
- Emergency lighting should be provided on each level in the escape route.
- All final exit doors should be openable from the inside without the use of a key
- A fire blanket should be provided in any shared kitchen (1 blanket for each cooker)
- Furniture supplied must conform to the Furniture and Furnishings (Fire Safety) Regulations 1988

If the property is not occupied as a shared house, a Fire Risk Assessment should still be carried out. However, different levels of fire protection are likely to be required. See below:

For a *self contained flat in a purpose built block*, which is not occupied as a shared house, i.e. occupied by a single person, couple or family, the following standard will apply, whether the flat is on one or two levels:

- Grade D LD3 fire detection and alarm system consisting of:
 - Interlinked mains wired smoke detectors with integral battery back-up located in the escape route on all floor levels
- The main entrance door to the flat, from the common parts, must be a fire door meeting the full FD30S specification. This includes an overhead self-closing device, intumescent strips and smoke seals.
- No requirement for fire doors throughout, but sound, well constructed and close fitting conventional doors are required.
- All final exit doors should be openable from the inside without the use of a key. This includes any door out of the flat and any door out of the block.
- Furniture supplied must conform to the Furniture and Furnishings (Fire Safety) Regulations 1988

For a *self contained flat or bedsit type room in a 2 or 3 storey building that has been converted*, which is not occupied as a shared house, i.e. occupied by a single person, couple or family, the following standard will apply, whether the flat is on one or two levels:

- A mixed fire alarm and detection system comprising:
 - Grade A LD2 fire detection and alarm system throughout the common parts of the building, with a heat detector in the kitchen area of each flat interlinked into the main system.
 - A single point mains wired smoke detector, with battery back up, in the living area within each flat
- The main entrance door to each of the flats, from the common parts, must be a fire door meeting the full FD30S specification. This includes an overhead self-closing device, intumescent strips and smoke seals.
- 30 minute fire resistant construction between the flats. This includes walls and partitions and floor/ceiling separation.
- Emergency lighting in the escape route, if it is long or complex.

- All final exit doors must be openable from the inside without the use of a key. This includes any door out of the flat and any door out of the block.
- Furniture supplied must conform to the Furniture and Furnishings (Fire Safety) Regulations 1988

For further information on Fire Risk Assessment, please see the LACORS guidance document, which can be found at <http://www.lacors.gov.uk/lacors/upload/21063.pdf>, supplementary guidance which can be found at <http://www.lacors.gov.uk/lacors/upload/21029.pdf> or the Government's Fire Safety Risk Assessment guidance for Sleeping Accommodation, which can be found at www.firesafetyguides.communities.gov.uk.

Security

- All external entrance/exit doors must be fitted with a robust lock, which includes an integrated anti-slip mechanism for Yale type locks and which conforms to BS 3621 or BS 8621. All doors are openable from inside without the use of a key, i.e. thumb turns should be fitted. Where uPVC doors have been fitted externally, these will be acceptable if they have a multi-point locking system and are openable from the inside without the use of a key, conforming to BS 3621 or BS 8621.
- Where the property is divided into bedsits or self contained accommodation, the locks to the room entrance doors are secured in the same way as external entrance/exit doors
- Laminated glass is fitted to any glazed section of the entrance/exit door and any glass adjacent to the door. **Please Note** this applies where new doors/windows are installed, or where any replacement of glazing is required. As an alternative, the glazed section(s) are replaced with suitable alternative material to provide at least the equivalent level of security.
- Letterboxes are positioned a suitable distance from the door locking mechanism to ensure no access to internal locks from outside and have a deflector or cage fitted.
- Window locks are fitted on vulnerable windows, i.e. ground floor windows and windows above flat roofs
- Patio doors and French windows must have locks that comply with BS 3621 or BS 8621. Patio doors are also fitted with an anti-lift device.

Noise

- The construction and maintenance of the dwelling protects occupants from external noise and ordinary domestic noise affecting their health

Carbon Monoxide

- There is a carbon monoxide detector, which complies with EN 50291 and which has an audible alarm. This can be mains or battery powered and may be combined with a smoke detector unit. The unit should be fitted and maintained in accordance with the manufacturer's instructions. It is recommended that the detector is tested each year.

Cleanliness

- All living accommodation and any furniture and appliances supplied by the landlord must be in a clean condition at the start of each letting



All Property and Management standards as for **One Star**, plus additional standards as follows:

PROPERTY - EXTERNAL

Security

- Any garages or outbuildings are appropriately secured against unauthorised access
- There is adequate external lighting either by street lighting or security/dusk to dawn lights

PROPERTY - INTERNAL

Energy Efficiency

- There is at least 250mm of loft insulation
- There is cavity wall insulation, where appropriate
- The heating system is programmable and has room or radiator thermostats
- On the energy performance certificate the energy efficiency rating and potential environmental impact rating must be a minimum of E rating or above.

Security

- All internal doors to bedrooms must fitted with a lock capable of being opened from inside without the use of a key. All locks meet BS 3621 or BS 8621.

Management

- Where a managing agent is involved in the letting or management of the property, membership of ARLA, NALS, is demonstrated by the provision of appropriate documentation from that agent
- Where no managing agent is involved in the letting or management of the property, landlord membership of a recognised landlord's association is demonstrated by the provision of appropriate documentation from that landlord organisation
- There is a written agreement regarding expected response times to deal with requests for maintenance works, a copy of which is available to the tenants at all times
- A written Tenancy Agreement is used, which does not contain any unreasonable terms



All Property and Management standards as for **One Star and Two Star**, plus additional standards as follows:

PROPERTY - INTERNAL

Energy Efficiency

- Loft insulation is to current Building Regulations standard (at present 270mm)
- Hot water tank insulation is of fixed or integral solid foam type
- There is draught proofing of external doors, windows and loft hatches, where appropriate

Lighting

- Low energy light bulbs are provided to at least 50% of light fittings at the start of the tenancy and included on the inventory

Lead Water Supply

- The property does not possess lead pipe work

If there are lead pipes in the property, this will be declared in the application. In this case I agree to submit a report from the water board detailing the results of a water test and if the report stipulates the lead content in the water to be unacceptable, I will replace all lead pipe work within the 12 month accreditation period

Security

- Window locks are fitted on upper floor windows and tenants are provided with keys

Management

- A copy of the building insurance documentation will be supplied to the tenants, by the Landlord