



# Coventry City Council Landlord Accreditation Scheme

## Accredited Property

### Self-certification inspection checklist

#### Landlord Details

Title:	Full Name:
Full Address:	
Telephone:	Mobile:
E-mail:	

#### 1. Do all properties you manage have a valid Current Gas Safety Certificate?

Yes ☐ No ☐

#### 2. Do all properties you manage have Inspection report from a competent electrician who is a member of a nationally recognised body (e.g. NICEIC)

Yes ☐ No ☐

#### 3. General Requirements.

##### (a) Are all properties you manage in a reasonable state of repair and free from avoidable hazards?

Yes ☐ No ☐

##### (b) Do you have emergency repair arrangements? (displayed in prominent place)

Yes ☐ No ☐



#### 4. Fire Safety

(a) Do all properties you manage have adequate means of escape and fire precautions?  
(as per the scheme requirements)

Yes ☐ No ☐

(b) Do the furnishings comply with Fire Safety Standards?

Yes ☐ No ☐

#### 5. General Standard of Management:

Do the management arrangements for the property comply with the code of management practice?  
(see code for details)

Yes ☐ No ☐

#### 6. Thermal Comfort & Domestic Energy Performance Certificates (EPC)

(a) Do all properties you manage have an adequate heating system and effective thermal insulation?  
(as per the scheme requirements)

Yes ☐ No ☐

#### 7. Security

Are all properties you manage secure? (as per the scheme requirements)

Yes ☐ No ☐

#### 8. HMOs

Do you manage HMOs?

Yes ☐ No ☐

If so, do the properties comply with the relevant requirements for amenities?

Yes ☐ No ☐

Are all licensable HMOs you manage licensed?

Yes ☐ No ☐

\* Yes / No - tick as appropriate

I hereby confirm that I carry out periodic inspections of all properties I manage and that they meet the standards set for accreditation.

Signature

Date

Print name

(If signing on behalf of a company, please state in which capacity you are signing)

Email all forms to: [clas@coventry.gov.uk](mailto:clas@coventry.gov.uk)

Property information form for landlords applying for landlord accreditation under the Coventry Landlord Accreditation Scheme (CLAS)

Continue on additional pages if necessary

## Guidance

- You may be asked for a sample of documents relating to the above addresses.
- All addresses managed by you must be entered. Failure to disclose any addresses may result in refusal to accredit or revocation of accredited status.
- Electrical Works - All C1 and C2 issues detailed on electrical reports must be completed within required timescales and evidenced.
- Energy Performance Certificates (EPCs) – Agents with properties rated F-G will need to evidence that continued energy improvement works to their managed properties have been carried out and that improvements are ongoing to those properties that fall below this standard.