



If you require further information regarding the tenant accreditation scheme please contact:

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Tenant Accreditation Scheme Guidance for Landlords



A better way to rent your property.

What is the Tenant Accreditation scheme?

The Tenant Accreditation scheme has been introduced by Northumberland County Council to provide responsible landlords with a **free** reference checking service for tenants to help make tenancies more sustainable and minimising the risk of Anti Social Behaviour and rent arrears. The scheme also rewards good tenants by issuing a bond guarantee for the first twelve months of the tenancy.

How can landlords access the scheme?

Before we can reference check a tenant, landlords must first have their property accredited. To do this we will need copies of the following documents:

- CP12 (Gas Safety Certificate)
- Electrical Installation Condition Report
- Energy Performance Certificate
- Proof of buildings insurance
- Proof of buy to let mortgage
- Permission to let from the freeholder

Once the documentation is received, an appointment will be made for us to come and inspect the property to ensure there are no health and safety risks.

We can then advertise the property free of charge on Northumberland Homefinder, or landlords can put their own tenants forward.

How long does it all take?

It takes around 5 working days to get all the checks done, however this does depend on how quickly tenants are able to get their information over to us. We will always notify landlords of any delays.

What checks will be done?

- Address history going back five years
- Proof of current address and proof of identification
- Previous/current landlord reference
- Arrears checks (*we accept tenants with £500 rent arrears or under **providing** they have stuck to a payment plan for 3 months or more and proof of this has been provided.*)
- Safer Estates Checks where applicable
- An affordability assessment
- Character reference or guarantor, if a landlord reference isn't available

What are the benefits to the landlord?

- A **free** way of reference checking tenants
- Access to the Credit Union's Landlord and Tenant scheme that will pay the tenants rent direct to the landlord (*a small monthly fee applies*)
- Basic training for the tenant before the tenancy is signed
- Tenants will be asked to sign a code of conduct explaining the do's and don't's of private renting in plain English
- Access to a bond guarantee through the council **for the first twelve months of the tenancy**

What is expected of the landlord?

- Abide by the management conditions of the Private Rented Sector Property Accreditation Scheme
- Act in a lawful and responsible manner at all times
- Inform Northumberland County Council if any issues arise during the tenancy so we can investigate these issues where necessary