



## LANDLORD PROFESSIONAL DEVELOPMENT EVENT 'EFFECTIVE TENANCY MANAGEMENT'

### Background

This course is based on the Landlord Development Manual that has been adopted by the North Staffordshire Accreditation Scheme as its Good Practice Guide. The course will follow the natural progression of a tenancy from beginning to end.

It is particularly recommended for landlords that are new to private renting but would also be beneficial to more experienced landlords who may pick up some useful advice and tips. The overall aim is to give landlords information to help them to become more professional and effective when managing their tenancies and in doing so, protect their investments and operate a successful business.

### About the Course

The course will cover all the main areas that a landlord should know in order to effectively manage a tenancy:

- Preliminary requirements including landlord and tenant responsibilities during a tenancy.
- Setting up a tenancy including advice on making tenancy agreements fair, relevant and legally admissible in line with current legislation.
- How to avoid problems occurring during a tenancy and what to do if things go wrong.
- What to do at the end of the tenancy and how to bring it to an end.

Note. The course will briefly cover the Housing Health and Safety Rating System and Houses in Multiple Occupation, but other courses will be developed to provide more detailed information on these subjects.

In addition to the Landlord Development Manual, which has already been provided to all members of the accreditation scheme, a CD will be provided as another point of reference.

The course will be a full day – 10am until 5pm.  
There are only 18 places available on each session.

### About the course facilitator

The course will be run by Mary Latham. Mary has been a landlord for over 32 years and has a lot of practical experience she is able to bring to the sessions. She is also the Midlands Chair for the National Landlords Association (NLA) and has been involved in private sector housing at national and local government level for the past 15 years. Mary has been Vice Chair of the Homestamp consortium for the past three years (a partnership with an interest in private sector housing comprising of Local Authorities, the Private Rented Sector, West Midlands Police and West Midlands Fire Service).

### Dates and Locations

- Tuesday 10<sup>th</sup> February 2009, 10am to 5pm at Newcastle-under-Lyme Borough Council
- Thursday 14<sup>th</sup> May 2009, 10am to 5pm at Stafford Borough Council

### Cost

- The full day training will cost £50 per accredited landlord - includes lunch, refreshments and a delegate pack.
- Any spare places will be made available to non-accredited landlords at a cost of £80 per person.



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'EFFECTIVE TENANCY MANAGEMENT'**

**BOOKING FORM**

Please type or print your details clearly.

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Business / Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel/Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Accreditation Membership No: LAS/\_\_\_\_\_

If you require an additional place, please complete a separate form.

**Please indicate your preferred training event** (please tick)

Tuesday 10<sup>th</sup> February 2009, 10am to 5pm at Newcastle-under-Lyme Borough Council

Thursday 14<sup>th</sup> May 2009, 10am to 5pm at Stafford Borough Council

**Do you have any special requirements** e.g. disabled access, dietary? If so, please detail below:

\_\_\_\_\_

**Payment**

I enclose a cheque made payable to **Stoke-on-Trent City Council** for £50.00 / £80.00

**Booking Terms and Conditions:** In the event of circumstances beyond our control, the North Staffordshire Landlord Accreditation Scheme reserves the right to amend or cancel this event. Delegates will be notified as soon as possible and provided with a full refund if appropriate. Confirmation of your place will be provided at least 10 days prior to the event, except in the cases of late bookings when confirmation will be provided as soon as possible.

**Cancellations:** Delegates may cancel their place providing notification is given 5 days prior to the event. Any cancellations after this time will render the delegate liable for the full fee.

**I have read and agree with the booking terms and conditions.**

✗ **Authorised signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please sign and return the completed form to:**  
Helen Lancashire, North Staffs Landlord Accreditation Scheme  
Stoke-on-Trent City Council, PO Box 634, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1RJ