

STANDARD DISTANCE LEARNING MODULES

DESCRIPTION OF CONTENTS AND COSTS

STANDARD MODULE 1	LETTINGS AND THE LAW - £65	[50 PAGES + ASSESSMENT PAGES]
A brief explanation of the most relevant legislation that affects Residential Lettings		
Stamp Act 1891 - S14 & 15 Law of Property Act 1925 - S34(2), 54, 101, 146 & 196 Accommodation Agency Act 1953 Cost of Leases Act 1958 Misrepresentation Act 1967 Trade Descriptions Act 1968 Power of Attorney Act 1971 Defective Premises Act 1972 – S4 Sex Discrimination Act 1975 Race Relations Act 1976 Protection from Eviction Act 1977– S1 & 5 Torts (Interference with Goods) Act 1977 Supply of Goods & Services Act 1982 Enduring Powers of Attorney Act 1985 Landlord and Tenant Act 1985 - S1, 2, 3, 4, 7, 10 & 11 Housing Act 1985 - S352, 189 & 190 Landlord and Tenant Act 1987 - S47 & 48 Housing Act 1988 and 1996 Furniture & Furnishings (Fire)(Safety) Regs 1988 Law of Property (Miscellaneous Provisions) Act 1989 S2 Property Misdescriptions Act 1991 Electrical Equipment (Safety) Regulations 1994 Plugs & Sockets etc (Safety) Regulations 1994 Finance Act 1995	Disability Discrimination Act 1995 Party Walls Act 1996 Gas Safety (Installation and Use) Regulations 1998 Data Protection Act 1998 Contracts (Rights of Third Parties) Act 1999 Unfair Terms in Consumer Contracts Regulations 1999 Consumer Protection (Distance Selling) Regulations 2001 Finance Act 2003 – Part 4 Stamp Duty Land Tax Proceeds from Crime Act 2002 Money Laundering Regulations 2003 Part P Building Regulations Financial Services Authority Regulations Condensing Boilers Part L1 Building Regulations HMO Licensing (Housing Act 2004) Housing Health & Safety Rating System (Housing Act 2004) Empty Dwelling Management Orders (Housing Act 2004) Compulsory Tenancy Deposit Protection Scheme (Housing Act 2004) Disability Discrimination Act 2005 The Equality Act (Sexual Orientation) Regulations 2007 The Smoke Free Regulations 2007 The Energy Performance of Buildings Regulations 2007 Cancellation of Contracts Made in a Consumer's Home or Place of Work etc Regulations 2008 Forthcoming Legislation	

STANDARD MODULE 2	STANDARD MODULE 3
NEGOTIATING LETTINGS - £65	THE TENANCY AGREEMENT - £65
[36 PAGES + ASSESSMENT PAGES]	[40 PAGES + ASSESSMENT PAGES]
Section 1 - The Lettings Process at a Glance The Agent's Terms & Conditions of Business Section 2 - The Agent's Duty of Care Section 3 - Taking on a Property & Advising the Landlord The Appraisal Appointment Income Tax - General Income Tax – The Overseas Landlord Section 4 - Confirming the Landlord's Status Permission (Consent) to Let Power of Attorney Section 5 - Dealing with the Applicant Establishing Applicant's Requirements & Status Advising the Applicant Reservation Deposit Referencing the Applicant Guarantors Sharers Section 6 - Negotiating the Offer Section 7 - General Personal Safety Awareness	Section 1 - Statutory and Contractual Obligations Definition of Statute and Contract The Lettings Contracts Section 2 - Unfair Terms in Consumer Contracts Section 3 - Selecting the Tenancy Agreement Assured Shorthold Tenancy Contractual (Non Housing Act) Tenancy Partnerships, Trusts & Associations Periodic Tenancies Premium Leases License to Occupy Section 4 - Creating the Tenancy Agreement Understanding the Tenancy Agreement Clauses Forfeiture, Habitation Security Deposit Option to Renew and Break/Release Clauses Special Tenancy Conditions Section 5 - Completion and Handover Granting Occupation

STANDARD MODULE 4 BASIC PROPERTY MANAGEMENT - £65 [39 PAGES + ASSESSMENT PAGES]	STANDARD MODULE 5 EXTENDING THE TENANCY - £55 [17 PAGES + ASSESSMENT PAGES]
<p>Section 1 - The Role of the Property Manager Basic Duties & Record Keeping</p> <p>Section 2 - Duty of Care The Property Manager's Duty of Care The Tenant's Implied Repairing Obligations</p> <p>Section 3 - Inventories and Check-Ins The Inventory Make The Check In Inventory Amendments</p> <p>Section 4 - Inventory Check-Out & Deposit Reconciliation The Check Out Assessing the Deductions Fair Wear & Tear and Betterment Apportionment of Costs Reaching Agreement Managing the Works Time Scale & Arbitration Returning the Deposit</p> <p>Section 5 - The Property Visit Conducting the Visit & Reporting to the Landlord</p> <p>Section 6 - Problem Solving</p> <p>Section 7 - Repairs, Maintenance & The Contractor Dealing with Suppliers & Contractors Tenant Responsibility</p> <p>Section 8 - Basic General Client Accounting</p> <p>Section 9 - Difficult Landlords and Tenants? Nuisance and Noise Property Manager/Tenant/Landlord Relationship</p>	<p>Section 1 - Granting a Further Tenancy to the Tenant</p> <p>Tenant Exercising Option to Renew Renewal or Extension when no Option to Renew</p> <p>Section 2 - Guide to Effecting Renewals & Extensions General Procedures The Renewal Memorandum Housing Act and Non Housing Act</p> <p>Renewals</p> <p>Section 3 - Periodic Extension or Renewal Fixed Term versus Statutory Periodic</p> <p>Renewal</p> <p>Section 4 - Rent Increases</p> <p>Section 5 - Sharer Changeovers</p> <p>Section 6 - Rescinding Notices</p>
STANDARD MODULE 6 THE TENANCY END - £60 [26 PAGES + ASSESSMENT PAGES]	STANDARD MODULE 7 ADVANCED ISSUES ENCOUNTERED - £65 [33 PAGES + ASSESSMENT PAGES]
<p>Section 1 - Routes to the Tenancy End</p> <p>Section 2 - Serving Notices</p> <p>Section 3 - Ending Non Housing Act Tenancies End of Tenancy: Fixed Term End of Tenancy: Periodic Exercising Break/Release Clause: Fixed Term</p> <p>Section 4 - Ending Housing Act Tenancies Section 21 – General Requirements of Service Exercising Break/Release Clause: Fixed Term End of Tenancy: Fixed Term End of Tenancy: Periodic</p> <p>Section 5 - Breach of Contract Housing Act - Section 8 Notice The Grounds for Repossession Non Housing Act</p>	<p>Section 1 - Housing Benefit</p> <p>Section 2 - Harassment / Unlawful Eviction</p> <p>Section 3 - Liquidation and Bankruptcy</p> <p>Section 4 - Landlord & Tenant Imprisonment</p> <p>Section 5 - Landlord & Tenant Death</p> <p>Section 6 - Abandonment</p> <p>Section 7 - Squatters</p> <p>Section 8 - Noise Pollution</p> <p>Section 9 - Matters of Rent</p>

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- Please indicate alongside the Modules you wish to order, the number of copies required.
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STANDARD MODULE 2 - £65 EFFECTIVE LETTINGS NEGOTIATION			
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STANDARD MODULE 4 - £65 BASIC PROPERTY MANAGEMENT			
STANDARD MODULE 5 - £55 EXTENDING/RENEWING THE TENANCY			
STANDARD MODULE 6 - £60 THE TENANCY END			
STANDARD MODULE 7 - £65 ADVANCED PROBLEMS ENCOUNTERED			
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GRAND TOTAL			£

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- [] Cheque payable to: Nita Nicola for the above amount is enclosed
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