

## **APIP ACCREDITATION TEST SYLLABUS**

### **INVENTORY PROVISION**

- Timings
- Detail requirements
- Formatting and specific detail
- Photographs
- Disclaimers
- Exterior and common ways
- Tenant swap
- Condition commentary
- Problem notification
- Landlord attendance
- Meter reading

### **CHECK IN**

- Process
- Tenant advice
- Amendments
- Signature
- Check in report
- Check in alternatives

### **INTERIM VISIT**

- Access provisions
- Access refusal
- Visit preparation
- Tenant breach
- Landlord liability
- Visit purpose
- Report findings

### **CHECK OUT**

- Tenant advice
- Relevant documentation
- Tenant present/not present
- Check out process
- Abandoned goods
- Missing items
- Hand over requirements
- Immediate reporting requirements
- Key handover
- Possession and security
- Check out report

## **DAMAGES**

- Deposit holding requirements
- Stakeholder/Landlord Agent
- Betterment
- Liability of the parties
- Fair wear and tear basis
- Voluntary and permissive waste
- Recommendations
- Lifespan of items and decorations
- Assessing apportionment
- Compensation
- Repair
- Mediating
- Housing Act 2004 – tenant deposit protection schemes/Housing (Scotland) Act 2006

## **GENERAL and SAFETY**

- Insurance requirements
- Terminology
- Safety Regulations
  - Gas Safety (Installation & Use) Regulations 1998
  - Electrical Equipment (Safety) Regulations 1994
  - Plug & Socket Regulations 1994
  - Furniture and Furnishings (Fire) (Safety) Regulations (1988)
- Appliance manuals
- Housing Act 2004 - HHSRS recognition/Housing (Scotland) Act 2006  
Repairing Standards
- Terms and condition of business
- Vicarious liability
- Occupier liability
- Loner worker safety