

## Energy Performance Certificate (EPC) and Compliance Policy

Propertyline (includes Propertyline Letting Ltd and its subsidiaries)

---

### 1. Purpose

This policy outlines the responsibilities and procedures for ensuring that all rental properties marketed or managed by the agency comply with Energy Performance Certificate (EPC) requirements and the **Minimum Energy Efficiency Standards (MEES)**, in accordance with current UK legislation.

---

### 2. Scope

This policy applies to all residential and commercial properties listed or managed by the agency. It applies to lettings staff, property managers, and all team members involved in property marketing, onboarding, and compliance.

---

### 3. Legal and Regulatory Framework

The agency complies with the following legislation:

- **The Energy Performance of Buildings (England and Wales) Regulations 2012**
  - **The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015**
  - **Minimum Energy Efficiency Standards (MEES) regulations**
  - **The Consumer Protection from Unfair Trading Regulations 2008**
- 

### 4. EPC Requirements for Lettings and Sales

- An EPC is legally required before a property is marketed for **sale or rent**.
- The EPC must be made available to prospective tenants or buyers **at the earliest opportunity** (no later than when written information is provided or a viewing takes place).
- A valid EPC must be **included in marketing materials**, including online listings.
- EPCs are valid for **10 years**.



## 5. Minimum Energy Efficiency Standards (MEES)

- From **1 April 2020**, all privately rented homes must have a minimum EPC rating of **E**.
  - Properties with a rating of **F** or **G** cannot be legally let unless an **exemption** is registered.
  - The agency will not list or let any property below the legal minimum rating unless:
    - Valid improvements have been carried out, and
    - An official exemption has been registered with the **PRS Exemptions Register**.
- 

## 6. Agency Procedures

### Before Listing a Property:

- Confirm that a valid EPC exists.
- Verify that the EPC rating meets the current legal minimum.
- Obtain a new EPC if expired or unavailable, using an accredited Domestic Energy Assessor.

### For New Tenancies:

- Provide tenants with a copy of the EPC **before tenancy start**.
- File EPC documents digitally in the property file for audit and compliance tracking.

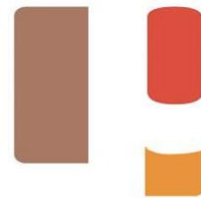
### Ongoing Compliance:

- Maintain a schedule to monitor EPC expiry dates.
  - Advise landlords proactively when EPC renewals or upgrades are required.
  - Assist landlords in understanding energy efficiency obligations and improvement options.
- 

## 7. Landlord Responsibilities

Landlords are legally responsible for ensuring:

- A valid EPC is in place before marketing or letting a property.
- The property meets the minimum EPC rating required by law.
- Any exemptions are correctly registered with supporting documentation.



The agency will support landlords in obtaining EPCs, conducting works to improve energy efficiency, and applying for exemptions if applicable.

---

## 8. Non-Compliance and Enforcement

Failure to comply with EPC and MEES regulations can result in:

- Civil penalties of up to £5,000 per property
- Invalidation of tenancy agreements
- Reputational damage

The agency reserves the right to **refuse instruction** or withdraw from managing or marketing properties that do not meet EPC compliance standards.

---

## 9. Staff Responsibilities and Training

- All lettings and property management staff must be familiar with EPC and MEES regulations.
  - Training will be provided as part of staff onboarding and reviewed annually.
  - Compliance is monitored by the **Compliance Officer or Branch Manager**.
- 

## 10. Record Keeping

- EPCs and exemption certificates are stored securely and digitally for at least **6 years**.
  - Documentation is made available upon request to landlords, tenants, and enforcement authorities.
- 

## 11. Policy Review

This policy will be reviewed annually or when legislative changes occur.

---

**Approved by:** Mohammed Younis

**Position:** Director

**Date of Approval:** 1<sup>st</sup> October 2024

**Next Review Date:** 30<sup>th</sup> September 2025

75 Broadway  
Peterborough PE1 1SY  
**01733 777788**

# PropertyLine



sales | rentals | development | commercial | new homes | financial services

75 Broadway  
Peterborough PE1 1SY  
**01733 777788**