



Application Form for Membership

PLEASE COMPLETE ALL RELEVANT SECTIONS IN CAPITAL LETTERS USING BLACK OR BLUE INK.

PLEASE TICK THE RELEVANT BOX WHEN NECESSARY

This form can be completed for joint or single membership:

- **Single Membership** - A single named landlord on the membership.
To be applied for when only a single person owns the properties listed.
- **Joint Membership** - More than one name on the membership.
To be applied for when more than one person owns the properties listed.

Type of Membership being applied for: Single Joint

LANDLORD DETAILS (Primary)

Title: Surname: First Names:

Business Name:

Address (inc postcode):

Telephone No: Mobile. No:

Fax No: Email:

If you are applying for a joint membership, please list the names of all the other persons to be included on the membership, who jointly own the properties listed on the property portfolio. Where a Joint Membership is applied for all future information and contact will be made using the Landlord Details given above unless otherwise stated on page 2.

JOINT OWNER DETAILS (1)

Title: Surname: First Names:

Address (inc postcode):

JOINT OWNER DETAILS (2)

Title: Surname: First Names:

Address (inc postcode):

JOINT OWNER DETAILS (3)

Title: Surname: First Names:

Address (inc postcode):



Building futures, opening doors

DETAILS OF ANY MANAGING AGENT

Company Name:

Specific Contact Name:

Address (inc postcode):

.....

Telephone No: Mobile. No:

Fax No: Email:

REDRESS Scheme Membership:

- The Property Ombudsman Ltd Ombudsman Services Property Redress Scheme Na

MEMBERSHIP

Are you a member of a Landlord Association? Yes No

If yes, which one:

WHO SHALL WE CONTACT?

If we receive a complaint about one of your properties or if we need to gain access to inspect a property, who is the most suitable person to contact?

- Landlord (Primary) Joint Owner 1 / 2 or 3 Managing Agent

The Scheme Operators will from time to time send updates to its members. These may include information on changes to legislation, any training events that are being provided, details of new services and initiatives e.g. grant availability. Who would you like this information to be sent to?

- Landlord (Primary) Joint Owner 1 / 2 or 3 Managing Agent

We will send these updates to you via email.

Please indicate if you would prefer to receive updates via the post. Updates by Post

PROPERTY REGISTER

Please complete the following details about all of the properties you let that are located in any of the participating local authority areas: Cheshire West and Chester, Cheshire East and Warrington Borough Council.

If necessary, photocopy page 3 and attach the additional list to this form.

We have provided some guidance notes on the definition of a House in Multiple Occupation and of

Licensing requirements in a separate sheet attached to this application form.

Please remember to update the Scheme Operators with changes to your property register.

Gas Safety Certificates & Electrical Installation Condition Report - photocopies of all current certificates & reports must be included with the application form.

PROPERTY DETAILS

Address (inc postcode):

Type of Accommodation (*tick all that apply*)

- Single Household HMO Student HMO
 Licensable HMO Licensable Student HMO

Furnished Yes No No of Floors:

Gas Installation Yes No No. of lettings at the property :

Property type: Terrace Semi-detached Detached Bungalow Flat

PROPERTY DETAILS

Address (inc postcode):

Type of Accommodation (*tick all that apply*)

- Single Household HMO Student HMO
 Licensable HMO Licensable Student HMO

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Accreditation Training Requirement

- As a requirement of the CLAS, I agree to undertake landlord development training, arranged by the Scheme Operators within 12 months of membership.
- I understand the importance of continued professional development and will endeavour to attend events and training provided by the Scheme Operators and keep up to date with changes in legislation and best practice.

DECLARATION

PLEASE SIGN AND DATE THE FOLLOWING DECLARATION.

I / We

.....
(Print Full Name / Names if applying for joint membership)

as owner(s) of private rented properties let within the boundaries of Cheshire West and Chester, Cheshire East and Warrington Borough Councils hereby declare to the best of my knowledge that the following statements are true:

- I have not had a conviction for illegal eviction or harassment of tenants and/or violence towards any persons in the last seven years.
- I have not had a conviction for mortgage, Housing Benefit or Council Tax fraud or breach of grant conditions within the last three years.
- I have not intentionally failed to comply with any statutory notice either for an individual dwelling or House in Multiple Occupation in the last three years, and works in default relating to such notices have only been completed through prior agreement with the relevant Council.
- I have not knowingly failed to comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 in the last three years.
- I have not had a conviction for non-compliance with a Planning Enforcement Notice relating to residential property within the last three years.
- I do not have any other convictions that may make me unsuitable as an applicant to the Scheme.
- I am not aware that any of the managing agent detailed on the application has failed to comply with the above criteria. (Applicable/Not applicable).
- I understand that if a false statement is made about any of the above, membership of the Cheshire Landlord Accreditation Scheme may be refused or withdrawn by the Scheme Operators.
- I agree to undertake landlord development training, arranged by the Scheme Operators within 12 months of membership.
- I comply with the property and management standards required by the Scheme or agree to reach such standards within a timeframe specified by the Scheme Operators.
- I recognise the authority of the Scheme Operators (Cheshire West and Chester Council, Cheshire East Council and Warrington Borough Council) through the Landlord Accreditation Scheme Steering Group and give permission for appropriate records to be checked to confirm the statements made above.
- I acknowledge the Scheme Operators' rights over the use of Accreditation Logo and for my part authorise the public disclosure of my membership of the scheme as an individual, but reserve the right to provide written authorisation for the release of any other information I may supply to the Scheme Operators. Note. All members of the Scheme will be included on a published list, which will include the landlords name and membership number, no contact details will be listed.
- I authorise the Scheme Operators to share information for the purposes of processing my application and carrying out administration of the scheme.
- I declare that to the best of my knowledge the information provided on this form is full and correct.
- I declare that I have read and understood the documentation provided in the application pack, and agree to abide by the Terms and Conditions of the Cheshire Landlord Accreditation Scheme. If I should contravene any of the conditions of membership, I understand that I can be suspended or removed from the Cheshire Landlord Accreditation Scheme.

DATA PROTECTION

DATA PROTECTION ACT 1998

The information you provide will be processed by the Scheme Operators in accordance with the Data Protection Act 1998.

The information will only be used for the purposes of providing services to you. The information will be accurate, adequate, relevant, not excessive, secure and not kept longer than necessary. You have the right to inspect any personal information that is held about you and to correct false or incorrect information.

I give my consent to my data being shared and used in the ways detailed in the Privacy Notice (attached).

Signed **Date**

Signed **Date**

Signed **Date**

(Where applying for joint membership, all joint owners to sign the declaration)

You have the right to withdraw your consent. If you wish to withdraw your consent, please contact the Data Protection Officer (please refer to the Privacy Notice)

REMEMBER to enclose the following documents with your completed and signed application form

- Copies of current Gas Safety Certificates & Electrical Installation Condition Reports for all properties
- Signed Management Standards Checklist
- Equality and Diversity Monitoring Form

Please return the completed and signed application form to:

- | | |
|--|---|
| <input type="checkbox"/> Cheshire East Council
Private Sector Housing Team
Westfields
Middlewich Road
Sandbach
Cheshire, CW11 1HZ | <input type="checkbox"/> Cheshire West and Chester Council
Private Sector Housing Team
Council Offices
4 Civic Way
Ellesmere Port
Cheshire, CH65 0BE |
| <input type="checkbox"/> Warrington Borough Council
Private Sector Housing
housingplus
The Gateway
85-101 Sankey Street
Warrington, WA1 1SR | |

HOW DID YOU FIND OUT ABOUT THE SCHEME?

- Website At a meeting Recommended to me Sent or given leaflet

Other

DATA PROTECTION

Below are some short definitions to help you if you are unsure whether your property is a House in Multiple Occupation (HMO);

What is a HMO?

HMO stands for House in Multiple Occupation, which means a building, or part of a building, such as a flat, that:

- is occupied by more than one household and where more than one household shares - or lacks an amenity, such as a bathroom, toilet or cooking facilities
- is occupied by more than one household and which is a converted building - but not entirely self-contained flats (whether or not some amenities are shared or lacking)
- is converted self contained flats, but does not meet as a minimum standard the requirements of the 1991 Building Regulations, and at least one third of the flats are occupied under short tenancies.

The building is occupied by more than one household:

- as their only or main residence
- as a refuge for people escaping domestic violence
- by students during term time
- for other purposes prescribed by the government.

A household is:

- members of the same family (including relatives, couples and same sex couples)
- other relationships, such as fostering, carers and domestic staff.

Please contact us if you need any further guidance on determining whether your property is an HMO.

Licensable HMOs

NOTE: LICENSABLE HMO CRITERIA IS SUBJECT TO CHANGE. PLEASE KEEP UP TO DATE AT GOV.UK

The Housing Act 2004 make licensing compulsory for HMOs that are:

- 3 or more storeys high and
- are occupied by five or more people in more than one household and
- share amenities such as bathroom, toilets and cooking facilities

If you are a landlord of a licensable HMO you must apply to the Local Authority for a licence.

More information about HMOs and licensing can be found on the following website:

www.communities.gov.uk