



Application Form for Membership

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

PLEASE TICK THE RELEVANT BOX WHEN NECESSARY

Letting Agent:

LETTING/MANAGING AGENT DETAILS	
Title:	Surname:.....
First Names:.....	
Business Name:	
Address (inc postcode):	
.....	
Telephone No:	Mobile. No:
Fax No:	Email:

MEMBERSHIP		
Are you a member of a professional body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which one:		
Which REDRESS Scheme are you part of?		
<input type="checkbox"/> The Property Ombudsman Ltd <input type="checkbox"/> Ombudsman Services <input type="checkbox"/> Property Redress Scheme		

WHO SHALL WE CONTACT?

If we receive a complaint about one of the properties you manage or if we need to gain access to inspect a property, we will contact you via the details you have provided, please indicate below if there is a different contact.

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 PORTFOLIO

As part of the accreditation process, a member of staff will contact you to arrange a date to visit your offices. During this visit we will review a randomly selected sample of properties you manage and will look at evidencing how you meet the housing management standards detailed in the Cheshire Landlord Accreditation Scheme Code of Standards. In terms of reviewing a sample of properties, at the time of your visit please provide a list of properties managed for us to randomly select a sample in which to review.

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

- Equality and Diversity Monitoring Form

Please return the completed and signed application form to:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Cheshire West and Chester Council
Private Sector Housing Team
Council Offices
4 Civic Way
Ellesmere Port
Cheshire, CH65 0BE | <ul style="list-style-type: none"> <input type="checkbox"/> Cheshire East Council
Private Sector Housing Team
Westfields
Middlewich Road
Sandbach
Cheshire, CW11 1HZ |
| <ul style="list-style-type: none"> <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?			
<input type="checkbox"/> Website	<input type="checkbox"/> At a meeting	<input type="checkbox"/> Recommended to me	<input type="checkbox"/> Sent or given leaflet
Other			

GUIDANCE NOTES ON HOUSES IN MULTIPLE OCCUPATION
<p>Below are some short definitions to help you if you are unsure whether your property is a House in Multiple Occupation (HMO);</p> <p>What is a HMO?</p> <p>HMO stands for House in Multiple Occupation, which means a building, or part of a building, such as a flat, that:</p> <ul style="list-style-type: none"> • 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 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. <p>The building is occupied by more than one household:</p> <ul style="list-style-type: none"> • 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 UPTO 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