

Landlord Accreditation Scheme

Application for Membership

Please complete all sections of this form

Details of Landlord

Title (Mr/Mrs/Miss/Other)

Surname

First name(s)

Business Name(s)

Correspondence address

Postcode

Tel (Home)

Tel (Work)

Tel (Mobile)

Fax

Email

If you are applying for joint ownership, the details entered above will be used by the landlord accreditation scheme as a main point of contact.



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Details of joint owners or other person / company with an interest in the property

Title (Mr/Mrs/Miss/Other) _____

Surname _____

First name(s) _____

Correspondence address _____

Postcode _____

Tel (Home) _____

Tel (Work) _____

Tel (Mobile) _____

Fax _____

Email _____

If there is more than one joint owner, please provide details on an additional sheet.

Details of managing agents acting on your behalf (if applicable)

Company name _____

Contact name _____

Correspondence address _____

Postcode _____

Tel _____

Fax _____

Email _____

Website address _____

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If there is more than one managing agent please provide details on an additional sheet.

Documents

Listed below are the documents which will be required to be submitted for **every property** in Oldham that is in your portfolio (For more information see Code of Standards Section 3.1)

- **Gas Safety Certificates** issued by a Gas Safe registered engineer, to be enclosed with this application [refer to Code of Standards Section 4.6]
- **Tenancy Agreement** if you use the same tenancy agreement for every tenancy just one sample document is sufficient [refer to Code of Standards Section 3.1, 7.0 and 8.2]
- **Electrical Periodic Inspection Report** issued by an approved contractor, if not currently available to be provided within the first term of membership [refer to Code of Standards Section 4.7]
- **Energy Performance Certificate** if current tenancy started after 1st October 2008, otherwise to be provided within the first term of membership [refer to Code of Standards Section 4.8]

Deposits

Please indicate which, if any, **Tenancy Deposit Scheme** you use [refer to Code of Standards Section 6.7]

The Deposit Protection Service – Custodial Scheme

The Tenancy Deposit Scheme – Insurance Scheme

Mydeposits – Insurance – based Scheme

Non cash rental guarantee i.e. Bond

I do not take deposits

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Compliance with Scheme

Oldham Council may carry out appropriate landlord checks [see declaration at the end of this application] including sample property inspections to ensure as far as reasonably practicable, that the landlord is responsible, competent and suitable to be a member of the scheme. Landlords should indicate if any of the properties listed may still require improvement work to become fully compliant with the Greater Manchester Code of Standards.

If you have attended landlord events or undertaken a course of accreditation training/ professional development with another landlord organisation, provide additional information if you want this to be considered as evidence of your Continuing Professional Development [refer to Code of Standards Section 3.1]

Landlord Organisation Membership number or other _____
Local Authority membership number _____

Additional information e.g. Event or course details/ number of hours completed

Register of Members

Please note once you are accredited your name or company name [not your address and contact details] along with the date you are awarded accredited status will be added to our Register of Members available via the Oldham Council website. All information published on a website can be viewed by any member of the public.

Greater Manchester Landlord Accreditation Scheme

If you own and let properties in other areas of Greater Manchester you can apply to join the local authority run accreditation scheme operating in

Please indicate which local authority schemes you would like a copy of this application to be sent to:

<input type="checkbox"/> Bolton	<input type="checkbox"/> Bury	<input type="checkbox"/> Oldham	<input type="checkbox"/> Manchester
<input type="checkbox"/> Rochdale	<input type="checkbox"/> Salford	<input type="checkbox"/> Stockport	<input type="checkbox"/> Tameside
<input type="checkbox"/> Trafford	<input type="checkbox"/> Wigan		

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Property details

Please list all properties you currently own or manage within Oldham.

Landlords should also indicate if any of the properties listed require improvement work to become fully compliant with the Greater Manchester Code of Standards. N/B A definition of a House in Multiple Occupation (HMO) is included at the end of this application form*

1

Property address and postcode

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

2

Property address and postcode

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

3

Property address and postcode

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

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4

Property address and postcode _____

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

5

Property address and postcode _____

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

6

Property address and postcode _____

Please tick if any of the following applies to the property:

- Improvement works are required to meet the Code of Standards
- HMO
- No gas installation

Note: Failure to list all properties you let in Oldham may result in termination of your membership.
Attach additional sheets if you have more properties to register.

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Declaration

I declare that neither I the property owner, nor any joint owner listed on this application have any unspent convictions [sentences of imprisonment exceeding 30 months can never be treated as spent] relating to:

- a) Any offences involving, fraud, dishonesty, violence, drugs or offences under schedule 3 of the Sexual Offenders Act 2003
- b) Being found by a tribunal or court to have practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in or in connection with the carrying out of any business
- c) Any contravention, or non-compliance, of any enactment relating to planning, housing, public health, environmental health or landlord and tenant law, which led to civil or criminal proceedings resulting in a judgement being made against you

I also declare neither I nor the property owner, nor any other joint owner listed on this application have in relation to any property owned:

- a) Failed to comply with a Housing Act notice, which has resulted in the Council carrying out repair work in default
- b) Been refused a licence, breached licence conditions, or operated without a licence which resulted in the council taking legal action
- c) Been subject of a control order [Housing Act 1985,s379], Interim or Final Management Order

Note, If any of the declarations above, cannot be satisfied please tick here

Please return this form and provide brief information about any relevant issues. We will contact you to discuss your application. The existence of any such issue may not prevent you becoming accredited.

I declare that I have read and understood the Greater Manchester Code of Standards for the Landlord Accreditation Scheme and that all properties under my ownership, which are let to tenants, whilst I hold membership of the scheme, meet the scheme terms and conditions subject to any transitional arrangements agreed by Oldham Council.

I further declare that my conduct will be in accordance with the provisions of the Code of Standards. I recognise the authority of Oldham Council in the administration of the scheme and for my part acknowledge and authorise the public disclosure of details relating to my membership of the scheme. I acknowledge Oldham Councils rights over the use of LAS and Council logos.

I also declare that to the best of my knowledge and belief the information in this application is correct. I confirm that I have sought consent for any persons named on this application and have been given authority to submit this application and to be the main contact for all dealings concerning this application.

I understand that Oldham Council will use the information provided on this form to verify details provided in the application. They may also share this information within the Greater Manchester Landlord Accreditation Scheme for the prevention and detection of fraud, prevention and detection of crime, to administer grants and to carry out public duties. They will only share this information if it is necessary and is in accordance with the Data Protection Act 1998.

Signed _____

Dated _____

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*HMO Definition

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 who shares an amenity, such as a bathroom, toilet or cooking facilities
- Is occupied by more than one household in a converted building – but not entirely self-contained flats (whether or not some amenities are shared)
- Is converted self contained flats, but does not meet the requirements of the 1991 Building Regulation

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 for further guidance on determining whether your property is a HMO.

Please return the completed and signed application form with documentation to:

Housing Enforcement Team
Level 3, Room 310
Civic Centre
West Street
Oldham
OL1 1UH
housing.implementation@oldham.gov.uk

Contact

The Housing Enforcement Team can be contacted by email at housing.implementation@oldham.gov.uk or by telephone on 0161 770 4461