

Peterborough Accredited Landlords Scheme

Application Form

Please complete all the following questions and return to:
 Michelle Hudson-Smith, Landlord Accreditation Officer, Private Sector Housing
 Peterborough City Council, Bayard Place, Broadway, Peterborough PE1 1HZ
 Tel: 01733 864127 Email: michelle.hudson-smith@peterborough.gov.uk

Your full contact details

Name:

Business Telephone:

Mobile Telephone:

Address:

Fax. Number:

Email Address:

Website:

Full trading contact details

Trading as (if applicable):

Company Directors or Partners:

Accreditation information

Do you own any properties that have required a HMO licence?

Yes No

Have you ever been refused a licence

Yes No

Where did you find out about the Landlord Accreditation Scheme?

List of accredited landlords

I would like to be included on Peterborough City Council's approved list of accredited landlords Yes No

Signed:

Dated:

Fit and proper assessment (as defined under the Housing Act 1974 and Appendix A on the Scheme Document)

Only unspent convictions need to be declared.

Have you or any person who will be involved in the management of the property been convicted of any offence involving:

Fraud or dishonesty	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Violence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drugs offences	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Offences under Schedule 3 of the Sexual Offenders Act 2003	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed however long ago they were imposed. Please give details of unspent convictions:

(Continue on a separate sheet and attach to this form if necessary)

If you are unsure whether your conviction is spent or unspent, please contact the Landlord Accreditation team on 01733 864127

Declaration

I declare that I have read and understood the Code of Standards for membership of the Peterborough Accredited Landlords Scheme. All properties under my ownership/management, which are let to tenants whilst I hold membership of the scheme, will meet the terms and conditions of the Code of Standards (including those set out below), subject to any transitional arrangements agreed by Peterborough City Council.

I further declare that my conduct will be in accord with the provisions of the Code of Standards and that I will recognise the authority of a review panel and ultimately the Head of Housing in the administration of the code. I acknowledge Peterborough City Council's rights over the use of the council logo and for my part acknowledge and authorise the public disclosure of details relating to my membership of the scheme.

I declare that the information given on this form is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me may lead to the withdrawal of my membership from the Peterborough Accredited Landlords Scheme.

Data Protection Act 1998

Peterborough City Council respects your personal information and undertakes to comply with the Data Protection Act 1998.

We promise to use your personal information only to deal with and maintain your application or membership as part of the Scheme. We may provide or receive information about you or your company, but only within the context of your application or the maintenance of your membership to this scheme.

Peterborough City Council is the registered Data Controller. Any queries regarding the processing of your personal data should be directed to the Landlord Accreditation Officer.

Listed below are the main requirements of the Peterborough Accredited Landlords Scheme. For additional requirements such as fire safety, please refer to the Code of Standards.

Tenancy agreement Please attach a sample copy of the tenancy agreement issued when entering into a tenancy agreement for the property (or properties) which is/are to be accredited (it will be checked for compliance with housing legislation and that minimum contractual requirements are included, which address issues including anti-social behaviour, neighbour nuisance, repair and maintenance.

Gas safety I hereby confirm that gas safety certificate(s) for the property (or properties) to which this accreditation membership applies, are held on the office premises for inspection upon request, and are renewed annually as required by law. This is a scheme requirement and your accreditation may be revoked if found to be in breach.

Electrical safety I hereby confirm that the electrical appliances supplied in the property (or properties) under the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the standards under the Electrical Regulations or Building Regulations (BS7671).

Furniture safety I hereby confirm that to the best of my knowledge, the furniture supplied in the property (or properties) under the terms of the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the Furniture and Furnishings (Fire Safety) Regulations 1998.

Signed:

Date:

Property Details

(If you have more properties please continue on a separate sheet and attach to this form, or alternatively, please provide the information in your own format.)

Please provide full details of all properties in your portfolio

Property address and postcode:

House Flat House in Multiple Occupation (HMO)

Number of storeys (including basements and attics)

Number of tenants when property is fully occupied

Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)

Number of storeys (including basements and attics)

Number of tenants when property is fully occupied

Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)

Number of storeys (including basements and attics)

Number of tenants when property is fully occupied

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Name and address of legal owner:

Property address and postcode:

House Flat House in Multiple Occupation (HMO)

Number of storeys (including basements and attics)

Number of tenants when property is fully occupied

Name and address of legal owner: