

Bolton Landlord Accreditation Scheme

Application for Membership

Landlord details

Title	First Names	Surname
Business Name		
Address		
		Postcode
Telephone		Mobile
E-Mail		Fax

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

Joint owner details

Title	First Names	Surname
Address If different from above		
		Postcode
Telephone		Mobile
E-Mail		Fax

If there is more than one joint owner please provide details above on additional sheet

Details of any managing agents

Title	First Names	Surname
Business Name		
Address		
		Postcode
Telephone		Mobile
E-Mail		Fax

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

Documents

Listed below are the documents which will be required to be submitted for **every property** registered.
[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 & 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 1 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 ie Bond
- I do not take deposits

Compliance with scheme

Bolton 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 or attended landlord events, or undertaken a course of accredited 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,]

- National Landlord Organisation Membership number
- Residential Landlord Organisation Membership number
- Other e.g. Local Authority..... Membership number

Additional information e.g. Event or course details / no 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 Bolton 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 property in other areas of Greater Manchester you can apply to join the local authority run accreditation scheme operating in

- Bolton Bury Oldham Manchester Rochdale
- Salford Stockport Tameside Trafford Wigan

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

Please list all properties you currently own or manage within Bolton. [If you are using this form to tell us about new / additional properties, we will review and update your existing membership]

NB A definition of House in Multiple Occupation [HMO] is included at the end of this application form*

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

Property details		
Address		
		Postcode
Please tick if any of the following applies to the above property		
<input type="checkbox"/> Improvement works are required to meet Code of Standards	<input type="checkbox"/> HMO	<input type="checkbox"/> No Gas Installation

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

Declaration

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

[d] failed to comply with a Housing Act notice, which has resulted in the Council carrying our repair work in default.

[e] been refused a licence, breached licensing conditions, or operated without a licence which resulted in the Council taking legal action.

[f] been the subject of a Control Order [Housing Act 1985,s379] , Interim or Final Management Order

Note, If any of the declaration above, cannot be satisfied 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 such an 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 BARLO Housing Ltd and Bolton Council.

I further declare that my conduct will be in accord with the provisions of the Code of Standards. I recognise the authority of BARLO Housing Ltd and ultimately the Director of Development & Regeneration Services, Bolton 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 BARLO Housing Ltd and Bolton Councils rights over the use of the LAS and Councils 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 from any persons named on this application and been given authority to submit this application and to be the main contact for all dealings concerning this application

I understand that BARLO Housing Ltd and Bolton Council will use the information provided on this form to verify any details provided in the application. They may also share this information within Greater Manchester Landlord Accreditation Scheme BARLO Housing Ltd and Bolton Council 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 this is necessary and is in accordance with the Data Protection Act 1998

Signed.....Date.....

If you require this information in another format i.e. large print, audio or translated into Urdu or Gujarati please Tel. 01204 335744

જો તમને આ માહિતી અન્ય રીતે મેળવવી હોય જેવીકે, મોટી લીપીમાં, સાંભળવાની ટેપ ઉપર અથવા ગુજરાતી ભાષામાં તો મહેરબાની કરીને ૦૧૨૦૪ ૩૩૫૭૪૪ ઉપર ટેલીફોન કરો.

اگر آپ کو یہ معلومات کسی دیگر صورت (فارمیٹ) مثلاً بڑی لکھائی میں، آڈیو ٹیپ پر یا اردو میں ترجمہ درکار ہو تو براہ مہربانی ٹیلی فون نمبر 01204 335744 پر رابطہ قائم کریں۔

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

Landlord Accreditation Scheme,
2nd Floor,
2 Silverwell lane,
Bolton BL1 1QN
Tel: 01204 335486
Fax 01204 335365
Email: barlo@bolton.gov.uk
Web: www.barlo.org.uk

* HMO Definition

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

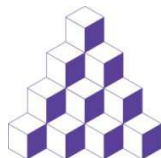
- Is occupied by more than two household who shares an amenity, such as a bathroom, toilet or cooking facilities
- Is occupied by more than one household in a converted building – but not entirely self-contained flats (whether or not some amenities are shared)
- Is converted self contained flats, but 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 an HMO

Bolton
Council



AGMA
ASSOCIATION OF
GREATER MANCHESTER
AUTHORITIES

