

Accredited Property to Let

Landlord Information

- All members of Bolton Accredited & Residential Landlord Organisation [BARLO] can advertise accredited properties available to let FREE through the web via Choice Based Lettings Schemes
 - **Bolton - Find A Home** www.homesforbolton.org.uk.
 - **Greater Manchester - Pinpoint** www.pinpoint.org.uk
- Only accredited properties can be advertised to provide prospective tenants with some assurances regards property safety and management standards.
- Landlords may need to update their BARLO membership application form and provide up to date Gas Safety, Electrical Safety and Energy Performance Certificates.
- All properties to let will be visited prior to advert and advice given if any action is necessary before advert goes live for successful viewings.
- Landlords select their own advert criteria from the guidance provided, to help ensure they only attract interest from suitable prospective tenants
- During the first two weeks of advertising, the landlord agrees to give priority and only consider prospective tenant applications received via Choice Based Lettings.
- Any decision regarding a prospective tenant's suitability and whether or not to allocate the tenancy to an applicant remains with the landlord.
- The landlord agrees to ensure all prospective tenants complete a housing application form so they have all the relevant information to request former tenant reference checks
- Amendments to advert criteria, new digital photographs added, extension to length of time advertised, or early removal of the advert can be requested by the landlord.
- BARLO can provide a range of documents that should assist landlords short listing suitable applicants and requesting former tenant reference checks including
 - Housing Application Forms
 - Useful Interview Questions
 - Tenant Reference Request Form
 - Tenancy Agreements
- The landlord agrees to advise BARLO when the property has been let, name of the successful applicant then the advert can be removed.
- To help BARLO monitor and improve services, landlords agree to provide on request feedback on tenancy allocations and comments on their satisfaction with the service.

