

Application form for a licence to operate a House in Multiple Occupation (HMO)\* under Part 2 of the Housing Act 2004

This application form may be used for properties falling within the Nuneaton and Bedworth Borough.

To be completed by the proposed licence holder who should normally be the landlord.

A Licence Application Guide is enclosed to assist you.

Please complete one form for each property and attach additional sheets of paper if you do not have enough space on the form.

To enquire about accessible formats for this form please contact:

Nuneaton and Bedworth Borough Council - Private Sector Housing  
Council House, Coton Road, Nuneaton CV11 5AA  
(024) 7637 6188  
[env.housing@nuneatonandbedworth.gov.uk](mailto:env.housing@nuneatonandbedworth.gov.uk)

\*HMO is a House in Multiple Occupation as defined by the Housing Act 2004

It is an offence to operate a licensable HMO without a licence after the 6th July 2006. There is a £20,000 maximum fine for this offence on conviction in the Magistrates' court.

## Application for HMO licence supporting documents

Are the following documents enclosed?	Yes	No	If no give reasons
Fit and proper person declaration (Unless already supplied with a previous application)	<input type="checkbox"/>	<input type="checkbox"/>	
Landlord gas safety certificates	<input type="checkbox"/>	<input type="checkbox"/>	
A satisfactory periodic inspection report for the fixed electrical wiring installation  (Provide with your licence application or within 2 months from application date)	<input type="checkbox"/>	<input type="checkbox"/>	
A certificate of inspection and testing for the fire alarm system  (A LD2 automatic fire detection system to BS5839 must be installed at the property within a specified time as a condition of the licence. If this is already present please provide certificate at time of application or within 2 months from application date)	<input type="checkbox"/>	<input type="checkbox"/>	

### Include with application now

Application fee

Fit and proper person declaration

Landlord gas safety certificates

### Total fee enclosed:

### Within 2 months provide

Electrical installation report (if not provided with application)

Fire alarm inspection certificate (if not provided with application)

## House and Licence Holder Information

1. Please state full address of House in Multiple Occupation (property) to be licensed with post code:  
Address of property to be licensed:

Post code:

2. Please state the number of people and households living in the property at the date of this application (includes adults, children and babies). Please see Licence Application Guide paragraph 1 for the definition of household.

**Number of people living currently at the property:**

**Number of households living currently at the property:**

**The number of people that you would like the licence to be for:**

**The number of households that you would like the licence to be for:**

**3. Applicant details**

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

**4. Proposed licence holder**

Please state name and address and telephone number of the proposed licence holder. The licence holder should normally be the person in control of the property (please see Licence Application Guide for information on who should hold the licence). Companies, Partnerships, Trusts etc. must nominate an appropriate person to be the licence holder.

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

Please state the proposed licence holder's interest in the property:  
e.g. owner, landlord, manager in control of property etc.

.....

**Persons with a legal interest in the property**

5. Please state the full name and address and phone number of all other persons with a legal interest in the property that is the subject of this application, including any mortgagee, freeholder, or leaseholder with term greater than 3 years. Please give details on a separate sheet (provided at the end of the form) if necessary.

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

**Manager details**

6. Please give details of any person involved in the management of the property (continue on separate sheet if required).

Full name:.....

Address: .....

E-mail: ..... Telephone number: .....

**Management information**

7. Has the property been accredited or registered? Yes  No

8. Having regard to your experience, relevant qualifications or membership of a landlords association do you consider yourself competent to manage a House in Multiple Occupation? Yes  No

9. Having regard to the Nuneaton and Bedworth Borough Council Code of Good Management Practice (see Licence Application Guide), are there satisfactory management arrangements in place for the house including funding arrangements? Yes  No

10. I confirm that I have provided a written statement of terms and conditions to tenants (e.g. a tenancy agreement) Yes  No

11. The name and telephone number of emergency contact in the event of urgent repairs is:

E-mail: ..... Telephone number: .....

**Additional information about the applicant (optional)**

12. What is your ethnic origin? .....  
(Please state group from list in the Licence Application Guidance)

13. a) Are you resident in the UK? .....

b) Please give the birth date of the proposed licence holder: .....

**Fit and Proper Person**

14. I confirm that a completed and signed fit and proper person declaration for the proposed licence holder and any person involved in the management of the property is enclosed with this application :

Licence holder Yes  No  Manager(s) (if different from licence holder) Yes  No

**The Council reserves the right to carry out further checks on the proposed licence holder, the manager and any other person involved in managing the property. This information will be shared with other local housing authorities.**

A fit and proper person declaration form is attached, if you need more copies please photocopy or download from [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk)

**NOTE FOR PERSONS OWNING OR MANAGING MORE THAN ONE PROPERTY**

If you have already completed a fit and proper person declaration for another property in the Nuneaton and Bedworth Borough then you do not have to complete this declaration again. Please give the address of a property for which you have completed a previous declaration and your fit and proper person reference number if you have one.

Property address: .....

Name of the Local Authority involved: .....

Fit and Proper Person Number: .....

15. a) The proposed licence holder must list the name, address and local authority of all licensed properties for which they are the licence holder. Property addresses:

.....  
.....  
.....

(Continue on an additional sheet if required)

15. b) **Optional.** Please indicate the approximate number of other properties (HMOs or not) that are owned by the proposed licence holder:

.....  
.....  
.....

**Nuneaton and Bedworth Borough Council Code of Good Management Practice**

16. Agreement to Nuneaton and Bedworth Borough Council Code of Good Management Practice (Please refer to the Licence Application Guide).

Commitment to this Code will be considered to be supporting evidence that satisfactory management arrangements are in place. Compliance with the code will also be taken into account as part of the local housing authority decision on whether the licence holder or manager is a fit and proper person.

**I agree to follow the Nuneaton and Bedworth Borough Council Code of Good Management Practice**

**Applicant** Signed: ..... Name: .....

Date: .....

**Proposed licence holder** Signed: ..... Name: .....

Date: .....

**Manager** Signed: ..... Name: .....

Date: .....

**Property information**

17. Please indicate the type and approximate age and conversion date of house for which the application is being made (tick all that which applies):

a) Type of house

- House in multiple occupation;
- Flat in multiple occupation;
- A house converted into and comprising only self contained flats;
- A purpose built block of flats;
- Other;

b) Age of house

- Pre – 1919
- 1919 – 1945
- 1945 – 1964
- 1965 – 1980
- Post 1980

c) Approximate date of conversion where applicable:

**18. Information on storeys**

a) Please indicate with a tick the use of each storey forming all or part of the HMO (including attic rooms and basements) in the building. Describe other storeys where use is not included below, these may be partial storeys or storeys attached to the main building (see Licence Application Guide).

Storey	Living accomm - whole or part	Commercial - whole or part	Used in connection with living accommodation* - please describe
Basement			
Ground			
First			
Second			
Third			

If there are 2 storeys of residential accommodation please also answer (b) and (c) below>

b) If the basement has commercial use, is it the main entrance into the building? Yes  No

c) Are there mezzanine floors (see Licence Application Guide) other than half landings? Yes  No

If so, is the floor of any habitable room greater than 4.5m above ground level? .....

19. How many separate letting units are there in the property? .....

20. For any room in the house, is it necessary to travel through another room to access the staircase, hall or landings? Yes  No

If yes please give details:.....

**21. Room information – complete for each room**

Enter a number where required or tick if complies with licensing standard – for hallways, landings, etc, record fire detection only

Floor (e.g. First)	Room or space use (e.g. Bathroom, Shared Hallway, Kitchen, etc..)	Room size (m <sup>2</sup> )* (size does not apply to hallways)	Shared use (S or E)**	No. persons sleeping***	Shower or bath	Wash hand basin	Toilet	Mechanical extract fan	Fixed heating	No. hob rings	No. microwave ovens	No. conventional ovens	No. cupboards****	No. freezers*****	No. fridges with ice compartment	No. fridges with no ice compartment	No. of sinks and drainers	No. of dishwashers	Metres of worktop	Refuse disposal	No of electrical sockets	Fire door	Fire blanket	Fire detection (smoke/heat)
<p>* Exclude chimney breasts and area of floor with ceiling height of 1.6m or less, include fixed cupboards.  ** Is the room in a part of the building where persons share facilities (S) or where facilities are for exclusive use (E).  *** Include persons of all ages.  **** Exclude cupboards under the kitchen sink, or any cupboard used to conceal an appliance, i.e. a boiler.  ***** A full size fridge/freezer will count as 1 fridge and 1 freezer.</p>																								

21. Room information – continuation sheet 1

Enter a number where required or tick if complies with licensing standard – for hallways, landings, etc, record fire detection only

Floor (e.g. First)	Room or space use (e.g. Bathroom, Shared Hallway, Kitchen, etc..)	Room size (m <sup>2</sup> )* (size does not apply to hallways)	Shared use (S or E)**	No. persons sleeping***	Shower or bath	Wash hand basin	Toilet	Mechanical extract fan	Fixed heating	No. hob rings	No. microwave ovens	No. conventional ovens	No. cupboards****	No. freezers*****	No. fridges with ice compartment*****	No. fridges with no ice compartment*****	No. of sinks and drainers	No. of dishwashers	Metres of worktop	Refuse disposal	No of electrical sockets	Fire door	Fire blanket	Fire detection (smoke/heat)
<p>* Exclude chimney breasts and area of floor with ceiling height of 1.6m or less, include fixed cupboards.  ** Is the room in a part of the building where persons share facilities (S) or where facilities are for exclusive use (E).  *** Include persons of all ages.  **** Exclude cupboards under the kitchen sink, or any cupboard used to conceal an appliance, i.e. a boiler.  ***** A full size fridge/freezer will count as 1 fridge and 1 freezer.</p>																								



21. Room information – continuation sheet 2

Enter a number where required or tick if complies with licensing standard – for hallways, landings, etc, record fire detection only

Floor (e.g. First)	Room or space use (e.g. Bathroom, Shared Hallway, Kitchen, etc..)	Room size (m <sup>2</sup> )* (size does not apply to hallways)	Shared use (S or E)**	No. persons sleeping***	Shower or bath	Wash hand basin	Toilet	Mechanical extract fan	Fixed heating	No. hob rings	No. microwave ovens	No. conventional ovens	No. cupboards****	No. freezers*****	No. fridges with ice compartment	No. fridges with no ice compartment	No. of sinks and drainers	No. of dishwashers	Metres of worktop	Refuse disposal	No of electrical sockets	Fire door	Fire blanket	Fire detection (smoke/heat)
<p>* Exclude chimney breasts and area of floor with ceiling height of 1.6m or less, include fixed cupboards.                  ** Is the room in a part of the building where persons share facilities (S) or where facilities are for exclusive use (E).                  *** Include persons of all ages.                  **** Exclude cupboards under the kitchen sink, or any cupboard used to conceal an appliance, i.e. a boiler.                  ***** A full size fridge/freezer will count as 1 fridge and 1 freezer.</p>																								

## Fire precautions

- 22a) Fire precaution equipment is provided to the licensed HMO fire precautions standard (see HMO Licensing Standards). This will be a licence condition if not currently present. Yes   
No
- A certificate of inspection and testing under BS5839 carried out within the last 6 months is included with this application, Yes   
Or will be provided within 2 months Yes

**If the property is without any fire detection, prior to the installation of the above system, it is strongly recommended that an interlinked system of battery smoke/heat detectors is provided (see the Licence Application Guide).**

- 22b) Have details of fire exit routes and other fire safety training been provided to occupiers: Yes   
No

## Electrical Safety

- 23a) I declare that all portable electrical appliances supplied as part of the letting are compliant with current electrical safety regulations Yes   
No
- 23b) Has the electrical installation had a periodic inspection report in the last 5 years Yes   
No
- 23c) If yes, have all the recommendations for urgent attention and improvement (codes 1 and 2) been carried out? Yes   
No

## Gas Safety

24. Do you have current gas safety certificates, for the property issued within the last 12 months? Yes   
(If no please explain why) No

**(Please enclose a copy of landlord gas safety certificates with your application).**

## Furniture Safety

25. I declare that all furniture supplied as part of the letting complies with the Furniture and Furnishings (Fire)(Safety) Regulations 1988? Yes   
No

## Notification of certain persons

26. You must also let certain persons know in writing that you have made this application or give them a copy of it.

The persons who need to know about it are -

Any mortgagee of the property

Any owner of the property to which the application relates if that is not you

i.e. the freeholder and any head lessors who are known to you

Any other person who is a tenant or long leaseholder of the property or any part of it (including any flat) who is known to you other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy)

The proposed licence holder (if that is not you)

The proposed managing agent (if any)(if that is not you)

Any person who has agreed to be bound by any conditions in a licence if it is granted.

You must tell each person -

Your name, address telephone number and email address or fax number (if any)

The name, address, telephone number and email address or fax number (if any), of the proposed licence holder (if it will not be not you)

That this is an application for an HMO licence under Part 2 of the Housing Act 2004 (Licensing of Houses in Multiple Occupation)

The address of the property to which it relates

The name and address of the local housing authority to which the application will be made

The date the application will be submitted

## 27. NOTES TO APPLICANT

**Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence.**

**Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.**

## 28. DECLARATION

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/We understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

Signed: ..... Date: .....  
(Applicant)

Signed: ..... Date: .....  
(Proposed licence holder)

I/We declare that I/We have served a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I/We have made the application:

Name	Address	Description of the person's interest in the property or the application	Date of service

Name	Address	Description of the person's interest in the property or the application	Date of service

## HOUSING ACT 2004 PART 2

### Declaration in respect of a fit and proper person (To accompany an application for an HMO Licence)

Name:

1. In connection with the application dated ..... for an HMO Licence in respect of:

.....  
.....  
..... (Address)

I hereby declare that I am

- (i) the proposed licence holder,
  - (ii) the manager of the property to whom rent is paid (if different from (i) above),
  - (iii) someone who is otherwise engaged in the management of the property (delete as appropriate)
- and that I am a fit and proper person to be engaged in that capacity.

2. In support of the above declaration I confirm that I :-

- (i) do not have any unspent convictions particularly in respect of any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- (ii) have not been found guilty by any court or tribunal of practising unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- (iii) have not had any judgements (whether civil or criminal) made against me under housing, environmental health, public health or landlord and tenant law;
- (iv) have not acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

And to the best of my knowledge (i) to (iv) above do not apply to anyone who is associated with me and is also involved in the management of the property (associate includes husband, wife, colleague and business partner).

3. Also please indicate and give details if you have:

- i) Been in control of any property subject to a control order under S379 of the Housing Act 1985 or demolition order in the last 5 years;
- ii) Been in control of a property that has been subject to the service of an improvement notice, a prohibition order, a hazard awareness notice, or emergency remedial action under the Housing Act 2004.
- iii) Been refused a licence or had a licence revoked for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- iv) Been found to have breached a condition on a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- v) Been in control of any property which has been the subject of an Interim or Final Management Order or a Special Interim Management Order under the Housing Act 2004.

Details of above:.....  
.....  
.....

I/We accept that in connection with the checking of the accuracy of this declaration that the local authority will share this information with other statutory bodies, particularly other local authorities and the Police.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.

Signed:

Date:

Name:

IF YOU ARE UNABLE TO SIGN THE ABOVE DECLARATION YOU SHOULD GIVE BRIEF DETAILS HERE.

.....  
.....  
.....

Separate sheet for additional information for questions 5 and 6.

Full name: .....

Address: .....

E-mail: ..... Telephone number: .....

Full name: .....

Address: .....

E-mail: ..... Telephone number: .....

Full name: .....

Address: .....

E-mail: ..... Telephone number: .....

Full name: .....

Address: .....

E-mail: ..... Telephone number: .....

Full name: .....

Address: .....

E-mail: ..... Telephone number: .....

This guidance on completing the application form is numbered to correspond with the questions numbers on the application form.

**Licence holder information**

1. A House in Multiple Occupation (HMO) is defined in the Housing Act 2004 and includes houses occupied by unrelated people who share facilities. An HMO is subject to mandatory licensing if it is of three storeys or more, is occupied by five or more persons, and is occupied by persons living in 2 or more households. A household usually means related family members and for the purposes of the Housing Act 2004 these are: husband, wife, cohabiting couple, child, step/foster-child, parent, step/foster-parent, grandparent, brother, half-brother, sister, half-sister, aunt, uncle, nephew, cousin, carer, and domestic staff.

An individual living as part of an unrelated group is one household and a group of five unrelated individuals living in a group would be five households (five unrelated students living together as a group is considered to be five households). An individual living on their own would also be considered to be one household.

More information on what is an HMO can be found at [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk), by contacting your local authority using the contact details on the front of the application form.

**You do not have to fill in this form if the above does not apply to the property.**

2. Give the number of people including children who live in the house now and the number that you anticipate will live there in the future.
3. The applicant may not be the proposed licence holder but both must sign the application.
4. The licence holder needs to be the person who can authorise, organise and pay for essential repairs. They also must be available to tenants in case of questions or problems that arise with respect to the property. They must have the means to resolve them where reasonably practicable to standards required by the Housing Acts. The proposed licence holder will normally be the landlord, but it may be a manager to whom the rent is paid to and has authority from the owner to effectively manage the property. Overall it is the person in control of the property.

A landlord may need to appoint a managing agent to control the property and hold the licence if they are not considered to be a fit and proper person. This licence holder should also have the authority to authorise and pay for works or repairs as they will be liable for any breaches of the licence.

Where managing agents act for the landlord a responsible person would again need to be nominated as licence holder, this would normally be someone in a senior position.

Organisations that are landlords must nominate an appropriate person to be the licence holder. This person will be responsible for ensuring that there are no breaches of the licence and therefore should hold a responsible position in the company (e.g. company secretary). Since a licence cannot be transferred to another person within a company, it is advisable that the nominated person has a permanent position. Alternatively, if a manager is employed, that person could be the licence holder if they have management responsibility and sufficient control of the property .

The following table provides a guide as to who is the most appropriate person to be the licence holder.

<b>Landlord (owner)</b>	<b>Manager</b>	<b>Licence holder</b>
Sole management responsibility.	None	Landlord
Receives rent, undertakes management and maintenance.	Deals with tenancy matters only.	Landlord NB both need to be 'fit and proper'.
Receives rent from manager.	Deals with tenancy matters, general management, repairs and maintenance with ability to authorise works and make payments associated with the management of property.	Either, although landlord preferable in case of change of manager. NB both need to be 'fit and proper' if landlord is licence holder, otherwise managers only.
As above, but resident abroad.	Deals with tenancy matters, general management, repairs and maintenance with ability to authorise works and make payments associated with the management of property.	Manager

5. Give the names and addresses of anyone with a legal interest in the property such as freeholders, leaseholders with lease over 3 years. Where the landlord is resident with their family, those named on the property title deeds should be given. This information is required to ensure that the proposed licence holder is the most appropriate person to hold the licence.
6. All managers must complete the fit and proper person declaration and be considered fit and proper persons by the local authority in the same way as the licence holder. Please name here the manager or managing agents who are involved in the management of the HMO named in the application.

### **Management Information**

7. An accredited or registered property means part of an accreditation or registration scheme that is run by Nuneaton and Bedworth Borough Council.
8. Under the Housing Act 2004, the authority must be satisfied that the proposed management arrangements for the HMO are satisfactory before granting a licence. This includes consideration of whether everyone involved in the management of the HMO has a sufficient level of competence and whether the proposed management structures and funding arrangements are satisfactory.

Competence will be considered on an individual basis and is an issue that could result in a licence being refused. If the person concerned simply lacks experience or knowledge then this may be addressed by training. A condition relating to the training of licence holders and managers will be attached to licences.

9. Compliance with the Nuneaton and Bedworth Borough Council Code of Good Management Practice will help demonstrate satisfactory management arrangements to the local authority.

There should be a clear chain of management responsibility and sufficient funds available to the licence holder, to deal with any emergencies or issues that may require rectifying during the term of the licence. This may include general repairs or necessary remedial works required by the local authority to satisfy improvement notices or licence conditions. In most cases, where there is a



licence holder who is the only person involved in managing the HMO, this should be relatively straightforward. Where a licence holder owns a large number of properties, however, or where there are managing agents or a number of people involved in the management of HMOs then there should be provision whereby remedial actions can be dealt with quickly and effectively.

10. A written statement of terms and conditions must be provided to tenants.  
This is usually a tenancy agreement.
11. The name, address and telephone number of a contact for emergency repairs.
12. You do not have to provide this information to obtain a licence if you do not wish to.
- a) Please state your ethnic group from the list below.
- |                                  |  |
|----------------------------------|--|
| 1. White British                 | 9. Asian or Asian British Pakistani    |
| 2. White Irish                   | 10. Asian or Asian British Bangladeshi |
| 3. White other                   | 11. Asian or Asian British other       |
| 4. White and Black Caribbean     | 12. Black or Black British Caribbean   |
| 5. White and black African       | 13. Black or Black British African     |
| 6. White and Asian               | 14. Black or Black British other       |
| 7. Other mixed                   | 15. Chinese                            |
| 8. Asian or Asian British Indian | 16. Other                              |
13. You do not have to provide this information to obtain a licence if you do not wish to.
- a) Please indicate if you resident in the UK.
- b) Please state the birth date of the proposed licence holder.

### **Fit and Proper Persons**

14. Before granting a licence under Part 2 the Council must be satisfied that the licence holder, manager and any other person involved in managing the HMO are fit and proper.

The Council must have regard as to whether the proposed licence holder, any person associated with the licence holder and involved in the management of the property, or manager, in any capacity, has committed any of the offences in the fit and proper person test and decide whether this is a relevant issue in determining whether the licence holder or manager are fit and proper.

In making a judgement on whether a person is fit and proper, the Council will have regard to contraventions of any provision of the law relating to housing, environmental health or landlord and tenant law. Contraventions and unspent convictions must be declared to the local authority for the purposes of making this judgement.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. Each offence and any mitigating circumstances will be considered on their relative merits by a panel appointed to achieve consistency. Other relevant factors such as past history and membership of Council accreditation schemes will also be taken into account.

The fit and proper person test takes into account the relevant history of an associate or former associate.

Councils will carry out only one fit and proper person test on a landlord with more than one property. The applicant should choose a 'home' authority to which the fit and proper person information is provided and mention this on any other applications for HMOs in any other authority's area.

Commitment and adherence to the Nuneaton and Bedworth Borough Council Code of Good Management Practice will also be considered as part of the Local Authority fit and proper person decision for the licence holder and any manager.

A Local Authority can revoke a licence if it no longer considers a licence holder, or anyone involved in the management of an HMO, to be fit and proper.

15. List here the address of each property for which you are the licence holder.

16. Good Management Code of Practice

Signing up to this code provides supporting evidence that the proposed licence holder will have satisfactory management arrangements in place for the property.

### **Conduct**

The landlord agrees to conduct business with regard to the property and the tenancy in a courteous, reasonable and equitable manner and to answer promptly queries and issues raised by the tenant.

### **Inventories**

The landlord agrees to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

### **Deposits**

The landlord agrees to withhold any deposit only for the purpose for which it was levied, to return deposits as soon as possible after the end of a tenancy (in any event within 4 weeks) and to provide written details and receipts for any deductions which may be made. The landlord agrees to hold deposits in accordance with an authorised Tenancy Deposit Scheme.

### **Repairs and maintenance**

The landlord agrees to carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is practicable to the guide timescales given below\*. The landlord agrees to uphold as far as practicable all undertakings given on work to be completed prior to the tenant moving in, to consult the tenant when planning other major maintenance work during the tenancy and to give reasonable notice (except in emergencies) and details of any work, servicing or testing to be carried out. The landlord agrees to set up effective monitoring arrangements to check the condition of the building and installations.

### **Landlord's access to property and other statutory requirements**

The landlord agrees to comply with all statutory obligations under housing and landlord & tenant legislation, associated regulations, Codes of Practice and British Standards including the legal requirement to gain access to the property (for inspection, repairs, monitoring or other reasons) only by prior arrangement with the tenant and having given 24 hours notice (except in emergencies).

### **Neighbours**

The landlord agrees to take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The landlord agrees to offer occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems, to ensure that "To Let" or "Let" boards are not left up as long-term advertising features, to keep the external appearance of the property in a reasonable condition and to make reasonable arrangements for the storage and disposal of refuse.

### **\*Guide to repair timescales once a fault has been reported**

Emergency repairs - **24 hours** (Affecting health or safety e.g. major electrical fault, blocked WC).

Urgent repairs - **5 working days** (Affecting material comfort e.g. hot water, heating or fridge failure, serious roof leak).

Other non-urgent repairs - **20 working days**

## Property Details

17. Please indicate the type of house, approximate age of the house and approximate date of conversion to an HMO if converted. A self contained flat in an HMO contains all accommodation and facilities required by the occupants often behind one access door off a common area. The enclosed room size standards contain descriptions that may help.
18. Basement level includes any storey that is partly or wholly below street level. The ground level is usually the main entrance street level. The first floor is the first floor above ground level and so on.
- Other partial floors or floors attached to the main building may also count as a storey. For example, in some cases a small additional flight of steps can be found at the head of the main stairway to a further room, usually a bedroom (there are usually mezzanine floors beneath). A room (e.g. kitchen) could be located at lower level at the base of the stairway in a back annexe. In these cases the storey will be counted if this consequently means that any floor is 4.5m above ground level.
- A mezzanine (a floor located between main floors) is to be counted as a storey if this means that one or more floor levels in the building are over 4.5m above ground level, this could be a floor in the main building or a partial floor used as a habitable room (bedroom, living room, dining room, kitchen/ diner).
19. The number of letting units will be the number of households (see above).
20. Include the location and use of each room where it is necessary to travel through another room to reach the main fire escape route. This is usually the main stairs, landings and hallways, but if it is not, please give details.
21. Please describe the use of each room in the property and record the details in the table provided. The rooms should be grouped according to floor location which is to be recorded in the first column. You will need to check the enclosed HMO Licensing Standards for Facilities and enter a tick or a cross in the appropriate column according to whether or not the standard is met.

## Fire Protection

- 22a) A licensed HMO must have fire precautions according the licensing standard within 6 months. This will be a licence condition. See HMO standards for details.
- If the property is without any fire detection, prior to the installation of the above System, it is strongly recommended that an interlinked system of battery smoke detectors is provided in the common parts and heat detectors in shared kitchens. Self contained flats should be provided with an individual smoke detector and bedsitting rooms with kitchen facilities with an individual heat detector.
- b) Please indicate whether information on fire exit routes and any other fire safety training has been provided to the occupiers.

## Electrical Safety

23. The following are required as conditions attached to all HMO licences:
- a) a declaration on the safety of electrical appliance supplied by the landlord;
  - b) an electrical installation periodic inspection and report carried out within the last 5 years.

The following qualifications and membership will be considered as evidence of an electrician's competence to provide a report:

**1. Registration with an approved scheme** enabling them to self certify under Part P Building Regulations, for example NICEIC's Domestic Installer Scheme and ECA's Electrotechnical Assessment Scheme

## 2. Membership of one of: -

ECA

NICEIC

JIB (as Approved Electrician)

## 3. Have the following qualifications: -

City and Guilds 2391 (Inspection, Testing and Certification)

AND one of the following

a. If qualification was before publication of BS7671:1992 - NVQ level 3 (Electrical Installation Work) or City and Guilds 2360 Pt 2 (Electrical Installation Competences) and City and Guilds 2380/81 (16th edition)

b. If qualification was after publication of BS7671:1992 - NVQ level 3 (Electrical Installation Work) or City and Guilds 2360 Pt 2 (Electrical Installation Competences)

c. Those with no formal training – City and Guilds 2380/81 (16th edition)

## Gas Safety

24. Current (dated within the last 12 months) gas safety certificates for all landlord supplied appliances must be provided by a Gas Safe Registered Engineer.

Phone the Gas Safe Register on 0800 408 5500 for details of a registered service engineer in the area if you do not have one.

## Furniture Safety

25. The following types of furniture (if they contain upholstery) are included in the Furniture and Furnishings (Fire)(safety) Regulations 1988:

Settees, chairs, bed bases, mattresses, headboards, children's furniture (inc. prams and pushchairs), stools, dining chairs and sofa beds, cushions, pillows as well as fitted or loose covers for upholstered furniture.

Curtains and bedding **are not** included and furniture made before 1950 is exempt, even if it has been re-upholstered.

All new furniture bought after 1st March 1990 should comply. Most new furniture must have a permanent label attached showing compliance. If it bears the warnings: "Covers are not match resistant" or "Caution – careless use of matches could set fire to this furniture" the furniture **will not comply**. Permanent labels were never required for bed bases or mattresses. However, a blue label indicating compliance with BS7177:1991 should be evidence of fire safety compliance.

Further information is available from the Local Authority Trading Standards.

## Notification of certain persons

26. The notification of certain persons about the application is a requirement of Housing Act 2004 Regulations. The requirement to licence this property may have a significant affect on these people. The list of people notified in the declaration confirms that this has been done.