

**Landlord
Accreditation
Scheme**



Stockton Borough Council

APPLICATION FOR MEMBERSHIP



Stockton-on-Tees
BOROUGH COUNCIL

Introduction

Thank you for your interest in joining Stockton's Landlord Accreditation Scheme (LAS). After reading the Terms of Reference, fill in the attached forms to complete "step 2" of the application process and return the completed application pack to:

Paul Rodgers
Urban Renewal Officer - Accreditation
Stockton on Tees Borough Council
16 Church Road
Stockton on Tees
TS18 1TX

Telephone 01642 528533

Email: paul.rodgers@stockton.gov.uk

We will contact you within 5 working days of receipt to arrange to view your properties.

Once the application process is complete, we will issue you with a Membership Certificate and details on how to access all the benefits of membership, including online Professional Development, discounted services and direct access to support and advice through the Accreditation Officer.

If you have any queries feel free to call us to discuss.

We look forward to welcoming you as a Member.

Contact Details

If you have any queries regarding any part of this application contact Paul Rodgers, Accreditation Officer, on **01642 528533** or by Email; paul.rodgers@stockton.gov.uk

Applicant: (the portfolio owner or in the case of joint ownership, the primary contact for the scheme)	
Trading as:	
Address:	
Telephone:	
Email:	

If you have an agent please provide their contact details:

Agency:	
Contact:	
Address:	
Telephone:	
Email:	

If you would like all contact regarding the scheme to be conducted through your agent please tick here.

Declarations

- I enclose a completed **Property Portfolio** sheet listing all the properties I own / manage in the Stockton Borough.
- I enclose an **Other Interested Parties** form for all properties of which I am not the sole legal owner.
- I will have a valid Gas (less than 12 months old) safety certificate available for inspection for each property. (Gas safety inspections are a legal requirement.)
- I will have a valid Energy Performance Certificate available for inspection for each property which has been let since October 2008
- I have read and agree to abide by the Terms of Reference.

Fit and Proper Person Declaration:

Subject to the Rehabilitation of Offenders Act 1974;

I declare that I am a fit and proper person to be accredited in that neither I, nor any person associated with my property portfolio, have any unspent convictions that are relevant to my application and in particular:

The relevant issues are:

- i) Criminal offences including: Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003.
- ii) Practiced unlawful discrimination on grounds of sex, colour race ethnic or national origins or disability in connection with their business.
- iii) Accepted a simple caution, been convicted, or served with Statutory Notices under any of the following:
 - a. Housing Law
 - b. Landlord and Tenants Law
 - c. Environmental Protection Act 1990
 - d. Public Health Law
 - e. Health and Safety Law
 - f. Building Regulation or Planning Laws
- iv) Conviction for non-compliance of a Statutory Notice under any of the following:
 - a. Housing Law
 - b. Landlord and Tenants Law
 - c. Environmental Protection Act 1990
 - d. Public Health Law
 - e. Health and Safety Law
 - f. Building Regulation or Planning Laws

- v) Been in control of a property subject to any of the following:
 - a. A Control or Management Order
 - b. Works have been carried out in default
 - c. A licence or registration certificate has been refused
 - d. Conditions of a licence or registration certificate have been breached

Do any of the above apply? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please provide a brief explanation: The existence of such an issue may not prevent you becoming accredited.

Signing below indicates that as a potential member of the Landlord’s Accreditation Scheme you agree to comply with the Declarations and Terms of Reference to the best of your ability at all times and to advise the Private Sector Housing Team of any challenges you may face in doing so.

Signature	Print Name	Date

- I give permission for my property details to be made public for the promotion of my business, the scheme and to verify details in my application. Yes No
- Are you a member of the Council’s Landlord Liaison (tenant referencing and Anti-Social Behaviour (ASB) support Scheme)?
Yes No
- If “No” and you would like to join this free tenant referencing scheme;
Tick here

If you are a member of any landlord associations please indicate which one(s):

Property Portfolio Form

Please list below all the residential properties that you own / manage within the Borough of Stockton-on-Tees, including the relevant details of each. If you have a large portfolio you may attach your own list with relevant details.

	Address	Property Type	Number of Bedrooms	Occupied Yes / No	Number of occupants	Property adaptations	Rent
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Property codes:

H	House (let as a single dwelling)
F	Flat above shop
SC	Purpose built self contained flats
HMO	(House of multiple occupation) A dwelling where three or more unrelated people are sharing
ML HMO	Mandatory Licensed HMO: House with 5 or more individuals on 3 storeys or more, contact the AO if you need further clarification
R	Accommodation or lodgings with resident landlord
O	other (please describe)

Other Interested Parties

Please ensure you have completed a separate form for each property in your portfolio for which you are **not** the sole owner. If you are the sole owner of your portfolio in Stockton-on-Tees it is not necessary to complete this form.

Property Address:

DETAILS OF ANY OTHER PERSON(S) WITH AN INTEREST IN THE PROPERTY

Role: Agent, Joint Owner or other (specify)	
Full name	
Trading as	
Address for correspondence	
Contact Telephone(s)	
E-mail address	

Role: Agent, Joint Owner or other (specify)	
Full name	
Trading as	
Address for correspondence	
Contact Telephone(s)	
E-mail address	

Use additional forms as necessary.