

Landlord application form



Home Cert Accreditation Scheme

TO BE READ IN CONJUNCTION WITH THE HEREFORDSHIRE HOME CERT LANDLORD GUIDE

To apply for the Herefordshire Home Cert Accreditation Scheme, please complete and return this form to: Herefordshire Council, Private Sector Housing, 84 Whitecross Road, Hereford, HR4 0DH

PART 1 - CONTACT DETAILS

Landlord details		Agent details	
Surname		Company	
First Name(s)		Contact Name	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Mobile		Mobile	
Email		Email	

PART 2 - PROPERTY DETAILS

Address of property for accreditation		
Is the property currently occupied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Start date of tenancy		
Where did you find out about the Home Cert Accreditation Scheme?		
Do you own any other rented properties in Herefordshire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying to join the Private Sector Lease Scheme or Agent Managed Lease Scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART 3 - Herefordshire home cert property standards (please tick)

Declarations:

- I confirm that I have read and understand the Decent Homes requirements in the Home Cert Landlord guidance and to the best of my knowledge my property meets these standards.
- I confirm that I have read and understand the Housing Health and Safety Rating System requirements in the Home Cert Landlord guidance and to the best of my knowledge my property is free from significant hazards.
- I confirm that I have read and understand the Fire Safety requirements in the Home Cert Landlord guidance and to the best of my knowledge my property meets the relevant standard.
- I confirm that I have read and understand the Amenity requirements in the Home Cert Landlord guidance and to the best of my knowledge my property meets the relevant standard.

If your property does not meet the amenity standards, you may still be eligible for Accreditation. Please explain below why the property does not meet the standards and we will help to assess this for you

- I confirm that I have read and understand the Energy Efficiency requirements in the Home Cert Landlord guidance and to the best of my knowledge my property meets the relevant standard.*
- I confirm that I have read and understand the Accreditation Standards for Security requirements in the Home Cert Landlord guidance and to the best of my knowledge my property meets the relevant standard.*

**If your property does not meet the minimum Energy Efficiency or Security Standards, you can apply for assistance in part 5. We will arrange for contractors to visit the property and install security and energy efficiency measures that should enable you to meet the standards.*

PART 4 - Property declaration (please tick)

- I confirm that the property is not a HMO and that I have read and understand the HMO Licensing section in the Home Cert Landlord guidance.
- I confirm that the property is an unlicensable HMO and that I have read and understand the HMO Licensing section in the Home Cert Landlord guidance.
- I confirm that the property is a licensable HMO, and that the appropriate person(s) holds a licence to operate the property as a HMO.

PART 5 - Assistance application (please tick)

Energy Efficiency and Security

- I require assistance to meet the Energy Efficiency standards.* Please specify:
 - 270mm loft insulation
 - Cavity wall insulation
 - 4 low energy light bulbs
 - Draft proofing of doors and windows
 - Water tank insulation
 - Heating controls
- I require assistance to meet the Security standards.* Please specify:
 - Front door night latch
 - Front door letterbox cowl
 - Rear Door bolts at top and bottom
 - Front door 5 lever mortice with thumb turn
 - Rear Door 5 lever mortice
 - Locks on accessible windows

Energy Performance Certificates

Each accredited property will be eligible for one free Domestic Energy Assessment.

I request a free Domestic Energy Assessment for the property.

Declaration

In order to access assistance and additional incentives available through this scheme, Herefordshire Council will have to forward your details on to our partner organisations. Please indicate that you are happy for us to forward your contact details on to these organisations:

I am happy for my details to be passed to organisations who can carry out security and energy efficiency works to the property and offer discounts to landlords of accredited properties

I / we certify that I / we have an owners interest in the property and that I / we intend that the dwelling will be let or be available for letting as a residence to (a) person(s) not connected with me / us and on a tenancy which is not a tenancy exceeding three years.

Signed:	Date:
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Signed by all persons with an owners interest

We or our partner organisations will contact you to arrange for assistance works to be carried out once we have received your application.

PART 6 - Fit and Proper Person Declaration (Housing Act 2004) (please tick)

Note: Only unspent convictions need to be declared

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

Fraud or dishonesty Yes No

Violence Yes No

Drugs Offences Yes No

Offences under Schedule 3 of the Sexual Offenders Act 2003 Yes No

Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed, however long ago they were imposed (Rehabilitation of Offenders Act 1974). Please give details of any unspent convictions?

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

PART 7 - Property Safety Certificate Checklist (please tick)

Please enclose copies of the following documents:

- Current Electrical Safety Certificate (e.g. NICEIC) free from faults
- Current Gas Safety Certificate, free from faults or No gas at property
- Current Satisfactory Fire Alarm (and where applicable emergency lighting) Certificate(s)

Copies of the above documents should also be given to tenants.

PART 7 - Declaration

I declare to the best of my knowledge and belief that the information provided in this application is correct and true. I understand that any misrepresentation by me may lead to the withdrawal of my membership from the Home Cert Accreditation Scheme.

I understand that on approval, my property will be added to a list of accredited properties that will be made available to the public.

I understand that the tenants in this property will be sent information about the accredited status of the property. I understand that Herefordshire Council may carry out an inspection of this property at any reasonable time.

Signed: 	Date:
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Please note we will be unable to process your application if the application form is not complete, the relevant documents are not included, or if the safety certificates contain any faults. If you need assistance with any aspect of your application please contact us.

**Herefordshire Council
Private Sector Housing
84 Whitecross Road
Hereford
HR4 0DH
Tel: 01432 260746
Email: psh@herefordshire.gov.uk**

Herefordshire landlord's focus group working in partnership with:



www.herefordshire.gov.uk

If you need this document in an alternative format or language, please contact Private Sector Housing on 01432 260765 or email psh@herefordshire.gov.uk