



Newcastle Housing Accreditation Scheme

Application Form

Applicant Name:

Contact Address:

.....

Telephone number:

E-mail:

Are you the Owner managing agent other

Are you a member of any professional landlord body e.g. NLA?

Are you a licence holder for any properties in Newcastle? Yes No

Please provide details of your property portfolio in Newcastle. You do not have to have all properties in your portfolio accredited but we ask for addresses of all the property you own or manage to ensure compliance with our Good Practise Guidelines.

| Address of properties | To be accredited | Number of storeys | Number of occupants | Does the property require a Selective or HMO license? |
|-----------------------|------------------|-------------------|---------------------|---|
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The Good Management Code of Practice Landlord

Fit and Proper Person Test

It is essential that a landlord or manager of a property is fit and proper. A disclosure statement must be obtained from Disclosure Scotland. A current DBS report (Valid within 12 months of issue) will also be acceptable.

The applicant must not have:

- Committed any offence involving fraud or other dishonesty, violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- Practiced any 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.
- Contravened any provision of the law relating to housing or of landlord and tenant law.
- 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.
- Been the owner or manager of a property which has had substantiated complaints from tenants or other sources regarding serious or repeated breaches of the conditions of a licence; in relation to HMO, additional or selective licensing under the Housing Act 2004.
- Been the owner or manager 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.
- Any conduct or business practices which are considered by Newcastle Council to indicate unsuitability to be the licence holder or manager of a licensed property.

I declare that I have:

Not committed any of the above offences

Have committed above offences -

Declaration

I declare that:-

- I understand that the property will be subject to inspection by the Council to assess compliance with the Scheme standards and agree to facilitate this inspection.
- I understand that I may be required to provide access for additional inspections to ensure that the standards are adhered to for the duration of the accreditation period.
- I have read and understand the terms of the management code of practice for Private Rented Properties provided in the guidance document and agree to abide by the terms of the code of practice.
- I have listed the properties I wish to register on the Landlord Portfolio Form, and confirm that during the period I hold membership I will undertake they will meet the terms and conditions of this code.
- I confirm I will notify Newcastle Private Rented Service of any changes to the property or its ownership or managing agent.
- I understand the Council can withdraw or change the benefits of the scheme without prior warning.
- I understand that my name will be displayed on a website which is able to be accessed by the public.
- I understand and consent that any information contained in this application will be entered onto Newcastle City Council's database.
- I agree that details of my accredited properties will appear on the Private Rented Service website

We may use this information on this form to contact you by email or by post to send you details about our services or to send you bulletins, which we believe may be of interest to you.

If you would prefer not to receive updates please indicate by ticking the box

To the best of my knowledge and belief the information in this application is correct.

Name.....

Signature.....

Date.....

Accreditation Checklist

Please use the accreditation checklist as a guide to ensure you have everything you need before your accreditation property visit.

| | |
|---|---|
| Documents | |
| A satisfactory Gas Safety CP12 certificate | |
| A satisfactory Electrical Periodic Inspection Report | |
| A valid Energy Performance Certificate (EPC) of rating E or above | |
| Fit and Proper Person Test | |
| A valid and satisfactory basic Disclosure Scotland or DBS declaration (If property does NOT have a current licence) | |
| General | |
| Good standard of repair and decoration internally and externally | |
| Free from any HHSRS category 1 hazards | |
| The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) | |
| Minimum provision of 250mm of loft insulation plus 2 of the following: | |
| Double glazing throughout <input type="checkbox"/> | Thermostatic Radiator Valves <input type="checkbox"/> |
| Cavity wall insulation <input type="checkbox"/> | Hot water tank thermostat <input type="checkbox"/> |
| Energy efficient boiler <input type="checkbox"/> | Low energy lightbulbs <input type="checkbox"/> |
| Fire Safety | |
| Inter-linked hard wired smoke alarms and heat detectors in locations specified | |
| Fire doors (where required) to risk rooms or areas | |
| Protected escape route (where required (e.g. staircase)) | |
| Satisfactory condition of walls, ceilings and doors to contain the spread of fire | |
| Amenities and room sizes | |
| Adequate kitchen size and facilities for number of occupants | |
| Adequate bathroom and WC facilities with ventilation for number of occupants | |
| Sufficient number of electrical sockets in each bedroom | |
| Bedrooms meet recommended space requirements | |
| Effective heating system to bedrooms/communal rooms | |
| Adequate provision of hot and cold water | |
| Standards met with respect to security (windows and doors) | |
| Carbon Monoxide detector | |
| Management | |
| Complete at least 5 hours of landlord training per year | |
| Evidence of deposit protection scheme to be used (if applicable) | |
| Signed up to property redress scheme (if applicable) | |
| Suitable wheeled bins provided for refuse disposal | |