



LANDLORD APPLICATION FORM

Please complete all parts of the application and return to:

The Good Landlord and Agent Scheme, Housing & Development Control, 19 Parker Lane, Burnley, BB11 2BY. T: 01282 425011 ext. 3193. Or Email: glas@burnley.gov.uk

Name (this should be the name(s) of the person(s) who own(s) the properties on your submission sheet.)

Trading as (if applicable):

Address (including postcode):

Telephone number:

Fax number:

Mobile number:

Email address:

Correspondence address (if different from above):

Joint owners (please ensure any joint owners sign these documents)

Name:

Trading as (if applicable):

Address (including postcode):

Telephone number:

Fax number:

Mobile number:

Email Address:

Managing Agent acting on your behalf

Name:

Trading as (if applicable):

Address (including postcode):

Telephone number:

Fax number:

Mobile number:

Email address:

Are you a Licensed Landlord?

Please tick one of the boxes below

Yes

*Please continue to page 5. Property Submission form.

No

*Non licensed landlords please continue from this point.

We would like to invite you to attend a FREE 1-day training event which will contain subjects on creating, managing and ending a tenancy. If you would like to attend one of the sessions please tick

I have already attended this event on: _____

Gas Safety Certificates

Please forward with the application form copies for all properties up to date Gas Safety Certificates (If these certificates have already been submitted as part of a Licensing application they do not have to be resubmitted)

Copies enclosed

Energy Performance Certificates (EPC)

If you are renting out your property after the 01/10/08 you will need an EPC. There is no need to obtain an EPC for tenancies which commenced before this date. (If these certificates have already been submitted as part of a Licensing application they do not have to be resubmitted)

Copies enclosed

Electrical Safety

As part of The Code a satisfactory electrical/ Installation condition report or valid periodic inspection report must be submitted. For all properties. (If these certificates have already been submitted as part of a Licensing application they do not have to be resubmitted)

Copies enclosed

MANAGEMENT ARRANGEMENTS

1. Dealing with Emergencies & Repairs

A tenant should have the ability to contact landlords/managers 24 hours a day, 7 days a week

In the event of an emergency, which of the following arrangements do you have in place to ensure tenants and/or neighbours can contact the licence holder/manager?

Please tick those that apply:

I provide details of:

Name/address of owner/managing agent

Daytime telephone number of owner/managing agent

Emergency contact telephone number of owner/managing agent

Other:

To the Tenant

Yes No

To the Neighbour

2. Tenant Referencing

Please read information on how Burnley Borough Council can help with Tenant Referencing enclosed within your application pack.

Accredited landlords must obtain references from all persons wishing to occupy the property.

Before you carry out tenant referencing, you will need to have the tenant's explicit written consent.

What references/checks are requested before commencement of a tenancy? (Please tick all those that apply.)

- Use Burnley Council referencing checklist. See page 11.
- Use a tenancy reference service
- Request at least 3 months bank statements
- Request 2 references from reputable sources. i.e. current employer
- Request previous housing history and 2 Landlord References, one current, one previous
- Request formal identification
- Carry out home visit
- Other

3. Dealing with Anti-social behaviour (ASB)

"Anti-social behaviour" (ASB) is acting in a way that causes or is likely to cause alarm or distress to one or more people in another household. For it to be anti-social behaviour, the behaviour must be persistent.

3a Tackling ASB is an integral part of tenancy management and therefore licence holders and managers must be competent in this respect. Please tick below if you feel you would benefit from training/information on this issue.

- Yes No

3b How are tenants made aware of the kind of behaviour expected of them during the tenancy?

- In a written agreement
- Verbally
- Other

3c What arrangements do you have in place to monitor the tenant/property?

3d How would you discover any problems with the tenant/property?

3e If a tenant and/or their visitors/children causes Anti-social Behaviour, how would you deal with it? Tick all that apply.

Would you:-

- Visit them
- Write to them
- Other - Please State:

4 Tenancy Deposit

4a What monies are required before commencement of a tenancy? (Please tick.)

Rent advance

Admin Fee

Other

Deposit

Please give details of which Tenancy Deposit Scheme you use if you take refundable monies:

Deposit ID number:

4b Have you informed the tenant in writing about the details of the deposit scheme?

Yes

No

4c How do you provide information to your tenant confirming rent received and outstanding rent/rent arrears?

Rent Book

Monthly Rent Statement

Quarterly Rent Statement

Annual Rent Statement

Written Receipt

Housing Benefit Mandate

Other - please State:

5 Inventories

5a Have you completed an inventory for each property?

Yes

No

5b Have you given a copy of the inventory to the tenant?

Yes

No

6 Tenancy Agreement

6a Has the tenant been provided with a true copy of their tenancy agreement?

Yes

No

PROPERTY SUBMISSION FORM

Property Address (please complete postcode)	Tenant Name and Contact No.	Is the Property Vacant? If it is please insert an approximate date when it will be relet YES/NO	Does the Property meet the Code of Practice? If not please insert an approximate date when it will YES/NO
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes / / <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No / /
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes / / <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No / /
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes / / <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No / /
_____ _____ _____	_____ _____ _____	<input type="checkbox"/> Yes / / <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No / /

Please note that all properties in your portfolio within the Borough of Burnley and Padiham must be included. We cannot process your application until this form is fully completed. If you need more space, please continue on the back of the application form or on a separate sheet.

Note : Please use the 4th column to clarify whether the property meets the standards detailed in the Code of Practice.

Please tick this box if you have continued onto another sheet

DECLARATION

I declare that I have read and understood the Burnley Borough Council Code of Practice for membership of the Good Landlord and Agent Scheme. All properties under my ownership, which are let to tenants whilst I hold membership of the Good Landlord and Agent Scheme, will meet the terms and conditions of the Code of Practice, subject to any transitional arrangements agreed by the authority. I further declare that my conduct will be in accord with the provisions of the Code of Practice and I will recognise the authority and ultimately the Head of Housing and Development Control in the administration of the Code. I acknowledge Burnley Borough Council's rights over the use of the Code logo and the Council's logo and for my part acknowledge and authorise the public disclosure of details relating to my membership of the Code.

I agree that my property details, as indicated on this application, other Council departments for the purposes of operating this scheme.

I confirm that the premises submitted to the Good Landlord and Agent Scheme comply with the standards set out in the Code of Practice. I further confirm that all my submitted properties have been checked for gas safety, fire safety and electrical safety and that they are free from any hazards that could have a detrimental effect on the health and safety of any occupiers and/or visitors.

I confirm that I am the registered owner of the properties submitted on the Property Submission Form.

I declare that I have no criminal convictions or criminal charges pending which are detailed in the code or are relevant to the ownership or management of private rented properties.

I declare that to the best of my knowledge and belief the information in this application is correct.

Once accredited I would like to be included on the Council's approved list of accredited landlords, which will be made available to the public. (Only telephone number and contact name will be given).

Yes No

Note: This form must be signed by all owners/interested parties.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

DOCUMENTS THAT ARE REQUIRED TO BE INCLUDED WITH YOUR APPLICATION

Check List

1. Application Form (ensure this is signed & dated)
2. Copy of your standard Tenancy Agreement
3. Property Submission Form
4. Copies of Property Gas Safety Certificates
5. Energy Performance Certificates
6. Electrical Condition report/survey

Checklist for referencing prospective tenants for rented properties

Name of prospective tenant

Date of Birth

I _____ (insert name of prospective tenant) consent to _____ (insert name of prospective landlord/agent) obtaining a tenancy check in relation to my application for a property. This may include contacting the Selective Licensing team for details in relation to conduct during previous tenancies within the Selective Licensing area, or information held by agencies in relation to anti-social behaviour.

Signed:

Dated:

Have you been known by any other name?

Proof of ID

Current address

Proof of current address – current utility bill

Name of current landlord

Name of current managing agent

Name of managing agent contact

Prospective last addresses and how long did they live there

Address 1

Dates to and from:

Address 2

Dates to and from:

Reason for leaving the property

Address of the property which tenant has applied for

When obtaining reference from current landlord

Confirm that the person you are speaking to is the landlord on the tenancy agreement. Name & Address

Ask if they own the property or are they the agent

Are there any outstanding rent arrears at this property?

Have there been any issues of anti-social behaviour reported to you by the neighbours, council officers, police or other landlords regarding the address, tenant or a member of the family that you are referencing

Did you have to take court proceedings? If yes on what grounds

Was any damage caused at the property?

Name of the person giving you this detail

Address

Telephone number

Checks to be made by landlord or agent after completing the form

Call at the property the prospective tenant (s) lives at