



Private Rented Sector Accreditation Scheme

APPLICATION FOR MEMBERSHIP

PLEASE COMPLETE ALL RELEVANT SECTIONS IN CAPITAL LETTERS AND USING BLACK OR BLUE INK. PLEASE TICK RELEVANT BOX WHEN NECESSARY.

LANDLORD DETAILS: (MUST BE COMPLETED)

TITLE:	FIRST NAME:	SURNAME:
DATE OF BIRTH:	BUSINESS NAME:	
ADDRESS:		
POST CODE:	EMAIL:	
TELEPHONE NO.	MOBILE NO.	

AGENT DETAILS: (if appropriate)

TITLE:	FIRST NAME:	SURNAME:
DATE OF BIRTH:	BUSINESS NAME:	
ADDRESS:		
POST CODE:	EMAIL:	
TELEPHONE NO.	MOBILE NO.	

PLEASE CONTACT

LANDLORD	<input type="checkbox"/>
----------	--------------------------

AGENT	<input type="checkbox"/>
-------	--------------------------

TO ARRANGE INSPECTION.

PROPERTY DETAILS:

ADDRESS:

PROPERTY TYPE:	HOUSE	<input type="checkbox"/>	UPPER FLAT	<input type="checkbox"/>	LOWER FLAT	<input type="checkbox"/>
OTHER:						

IS THE PROPERTY CURRENTLY TENANTED?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-------------------------------------	-----	--------------------------	----	--------------------------

IF NO, HOW LONG HAS THE PROPERTY BEEN EMPTY?	
--	--

NUMBER OF TENANTS	
-------------------	--

NB - *If the property is tenanted, upon arrangement of the inspection appointment, you will need to ensure that your tenant is given the appropriate notice under the terms of their tenancy agreement confirming that access to the property is required.*

PLEASE LIST ALL OTHER PROPERTIES YOU MANAGE OR OWN:

(Please use a separate sheet if necessary)

Please enclose the following for the property requiring accreditation:

- ✓ a copy of the current Gas Safety Certificate
- ✓ a copy of the Buildings Insurance Certificate
- ✓ a copy of the Electrical Installation Condition Report (EICR)
- ✓ a copy of the Energy Performance Certificate (EPC)
- ✓ confirmation of buy to let mortgage/permissions from mortgage lender
- ✓ a copy of Permission from freeholder to sublet (where necessary)

DECLARATION:

I wish to apply to join the Accreditation Scheme and confirm that I will comply with all of the property and management standards required by the scheme. I confirm that I am a fit and proper person to be accredited. I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application as defined by the Housing Act 2004. By signing I authorise any checks to be undertaken where necessary.

SIGNED: _____ PRINT NAME: _____ DATE: _____

Accredited properties and landlord details may be publicised by Northumberland County Council to assist you in successfully letting the property but if you do **NOT** want your details publicised please tick here.

Please complete and return this form and the necessary enclosures to:

Private Sector Team
Northumberland County Council
Housing Services
County Hall
Morpeth
NE61 2EF

Phone: 01670 623053

Fax: 01670 620104

Email: privatesectorhousing@northumberland.gov.uk

Website: www.northumberland.gov.uk

