

# Application for Landlord Accreditation Scheme



Please fill in your details in BLOCK CAPITALS

Full name	
Address	
Postcode	
Home telephone number	
Work telephone number	
Mobile telephone number	
Fax number	
E-mail address	
Trading as (if applicable)	
Correspondence address (if different to above)	
Postcode	
Name & address of Managing Agent(s) acting on your behalf	
Telephone number(s) of Managing Agent	
Name & address of partner(s) /joint owner(s)	
Telephone number(s) of partner(s) /joint owner(s)	
Number of properties let within Darlington Borough	
Number of houses in multiple occupation (HMOs) in Darlington Borough	





# Conditions on award of certificate

1. All certificates remain the property of Darlington Borough Council and may be revoked, along with accreditation status, at any time if any of the terms and conditions stated in the Code of Standards are breached, or the Suitable Person Declaration or Application Declaration are breached.
2. Darlington Borough Council will allow the accredited landlord named on the Certificate, the non-exclusive licence to use the Landlord Accreditation Scheme logo stickers on his/her business stationery subject to the following:
  - If the accreditation Certificate is revoked, the licence to use the Landlord Accreditation Scheme logo stickers on business stationery is automatically revoked with immediate effect.
  - If the accreditation Certificate is revoked, any stationery including the Landlord Accreditation Scheme logo must no longer be used with immediate effect.

The Certificate must not be photocopied or re-produced, and may not be displayed in properties outside the Darlington Borough.

Failure to comply with these conditions constituting breach of copyright may be enforced by legal action.

**I declare that I have read and understood the above conditions, and agree to comply with them.**

Name:

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Signature:

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Date:

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# Suitable Person Declaration

Please read, sign and date the following declaration

A landlord is defined as the person who directly or indirectly (through a third party) receives the rent from the tenant. The Landlord Accreditation Scheme must have regard to whether the landlord is suitable and therefore is a 'fit and proper' person. If the landlord is not a suitable person he/she can appoint an agent who is. Where the landlord is using a managing agent, then the landlord **MUST** ensure that the managing agent complies with this declaration.

I declare that I (the landlord), and to my knowledge, all my agents, partners, directors, and other persons responsible for the activities of the company or partnership that manages the properties, have not:

1) Been convicted of an offence involving:

- Violence
- Fraud
- Drugs
- Discrimination
- Breaches of landlord-tenant legislation
- Sexual Offences (Act Schedule 3)

2) Contravened any provision of housing or landlord and tenant law, or been in control of any property within the last 5 years:

- Subject to a control order
- Subject to proceeding by a Local Authority
- Where the Local Authority has had to carry out works in default
- Subject to a Management Order under the Housing Act 2004.

3) Been convicted of any other offence that could indicate that I/they are an unsuitable person.

I agree to notify the Landlord Accreditation Officer immediately of any convictions.

I agree that the Landlord Accreditation Scheme may withdraw accreditation, the certificate of accreditation, and any other benefits associated with the Landlord Accreditation Scheme if any of the conditions stated in this declaration are breached.

I declare that I have read, understood and agree to abide by the Terms and Conditions stated in this declaration. To the best of my knowledge all the information provided in this declaration is true and accurate.

Signed

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Full Name  
(Block capitals)

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Date

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# Provision of information in accordance with the Data Protection Act 1998

As part of Darlington Borough Council's obligation under the Data Protection Act 1998, the Council will not keep information that is not relevant or excessive.

The information provided by you that falls within the Data Protection Act 1998 will include information whether in a written manual form, by e-mail, word processor or howsoever generated so long as it identifies the data subject and forms part of the filing system.

I hereby give my consent to Darlington Borough Council holding and retaining personal and sensitive information about me for the purposes of applying to join the Landlord Accreditation Scheme.

The personal data provided to the Landlord Accreditation Scheme is for the purposes of making an application to join, and if successful remain a member of the Scheme.

I understand that information provided to and held by the Landlord Accreditation Scheme can be made available to other Council departments, partner agencies, and the police. The information will be used to check for any conflicts, breaches of legislation, or breaches of the Landlord Accreditation Scheme's Code of Standards.

Darlington Borough Council will keep all information for the duration of the existence of the Landlord Accreditation Scheme.

I give my consent for disclosure of relevant information about me to any appropriate body in cases where Darlington Borough Council is legally bound to disclose the particular information.

I understand that if I provide false information within my application, the Landlord Accreditation Scheme reserves the right to terminate and revoke accredited status.

I confirm that I will provide the Landlord Accreditation Scheme with any changes or updates regarding the details supplied within my application.

I have read, understood, and agree for the information associated with my application to be used and kept as outlined above.

Name: \_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_



# Declaration

I declare that I have read and understood Darlington Borough Council's Code of Standards for membership of the Landlord Accreditation Scheme.

I declare that all properties under my ownership within the Darlington Borough, which are let to tenants whilst I hold membership of the Landlord Accreditation Scheme, will meet the terms and conditions of the Code of Standards, subject to any transitional arrangements agreed by Darlington Borough Council.

I declare that my conduct and management practices will be in accordance with the provisions of the Code of Standards.

I agree to provide the Landlord Accreditation Scheme with any information that they may require in connection with the dwelling(s) listed in this application.

I acknowledge Darlington Borough Council's rights over the use of the Landlord Accreditation Scheme logo and the Council's logo.

I acknowledge and authorise the public disclosure of my details relating to my membership of the Landlord Accreditation Scheme.

I acknowledge and authorise my details to be

shared with other partner agencies, departments of the local authority, and the police for the purposes of operating the Landlord Accreditation Scheme.

To the best of my knowledge all the information provided in connection with this application is true and accurate.

**Name:**

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**Signature:**

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**Date:**

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# Application Checklist

In order to apply for membership of the Landlord Accreditation Scheme you will need to complete and provide your signature on the following Landlord Accreditation Scheme forms:

Please tick

Application details	<input type="checkbox"/>
Schedule of Property Details	<input type="checkbox"/>
Suitable Person Declaration	<input type="checkbox"/>
Statement to confirm safety of Electrical Installations	<input type="checkbox"/>
Conditions on award of Certificate	<input type="checkbox"/>
Provision of information in accordance with the Data Protection Act 1998	<input type="checkbox"/>
Declaration.	<input type="checkbox"/>

You will also need to include the following documents for each property stated in the Schedule of Property Details:

Current Gas Safety Certificates	<input type="checkbox"/>
Fire Alarm Test Certificates (for HMO's)	<input type="checkbox"/>

Please include all of the above documentation with your application for the Landlord Accreditation Scheme.