

INFORMATION & APPLICATION PACK

The North Staffordshire Landlord Accreditation Scheme is a partnership between





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Dear Landlord

RE: NORTH STAFFORDSHIRE LANDLORD ACCREDITATION SCHEME

On behalf of the Scheme Operators, I would like to invite you to join the North Staffs Landlord Accreditation Scheme.

The Scheme is run as a partnership between the Scheme Operators, which include:

- **Stoke-on-Trent City Council**
- **Newcastle-under-Lyme Borough Council**
- **Stafford Borough Council**
- **Staffordshire Moorlands District Council**
- **North Staffordshire Landlords Association**

The aim of the Scheme is to improve the physical and management standards in the private rented sector. This will be achieved by providing encouragement, support and incentives to members. We will also work with accredited landlords and publicly recognise that they are willing to achieve and adhere to good property standards.

To become a member of the Scheme, you will need to forward the following papers:

- **A completed and signed application form;**
- **A list of all private rented properties owned by you within all the local authority areas listed above;**
- **A copy of current Gas Safety Certificate(s) for properties listed.**

Please contact the Landlord Accreditation Team at Stoke-on-Trent City Council on (01782) 232271 or 232087 if you need any help or information about becoming an accredited landlord.

I look forward to receiving your application in the near future.

Yours sincerely

Carmen Muir
Interim Housing Standards Manager
On behalf of the North Staffordshire Landlord Accreditation Scheme
e: mail@landlordaccreditation.co.uk w: www.landlordaccreditation.co.uk

BENEFITS TO BECOMING AN ACCREDITED LANDLORD



The Scheme Operators are constantly looking at improving the benefits provided to members. A summary of these is listed below.

Landlord Grants

Each local authority will have its own Grant policy for properties located within its area. However, accredited landlords will usually get priority access to any grant funding available. A brief summary of what is available is listed below (other terms and conditions may apply)

- Stoke-on-Trent City Council – up to £2000 grant towards the cost of energy efficiency, security, fire safety works, decent homes standard. This is 50% match funded by the landlord.
- Newcastle-under-Lyme Borough Council – up to £2000 grant towards the cost of energy efficiency, security, fire safety works, decent homes standard. This is 50% match funded by the landlord.
- Stafford Borough Council – Funding is available up to 50% of the cost of works to bring properties up to our decent homes standards. The maximum grant is £2000.
- Staffordshire Moorlands District Council – up to £2000 grant towards the cost of energy efficiency, security, fire safety works, decent homes standard. This is 50% match funded by the landlord.

Free advertising of vacant properties on the website and in the Homeline magazine

The Scheme's website at www.landlordaccreditation.co.uk includes a page specifically for landlords to advertise their vacant properties. Accredited Landlords have their own Username and Passwords to allow them to manage the availability of their properties on the Property Shop page.

The Homeline magazine is a weekly publication produced by Stoke-on-Trent City Council's Allocations Team. As well as advertising vacant Council and Housing Association properties, it is also available to Accredited Landlords to advertise their properties for free. The magazine has a distribution of over 2000 copies and is also available on the internet.

Regular Landlord Updates

An update is sent to all members at least twice a year. This provides information on any changes to legislation, any new services or incentives that have been developed, details of any future training events, announcements of any meetings.

Participating Companies

Discounts are available from several local companies on their goods and services. These rates are on offer for landlords who are members of the North Staffordshire Landlord Accreditation Scheme. Participating companies include electrical contractors, plumbers, window companies, damp proofing companies etc.

☑ Rent Deposit / Guarantee Schemes

All of the participating local authorities have either a Rent Deposit or Rent Guarantee Scheme. These either provide a cash deposit or a written deposit guarantee to landlords who are willing to accept someone in housing need. Further details are available on the website or by contacting the relevant local authority.

☑ Training and Professional Development Courses for Accredited Landlords

Some of the courses we have previously provided:

- Housing Act 2004
- Housing Benefits – Guidance for Landlords – Future courses to be arranged
- Information on the Fire Safety Regulatory Reform Order
- Legal Eviction of tenants .
- Tenancy Deposit Protection
- Local Housing Allowance. Future information events to be arranged.
- HMO Fire Safety Risk Assessments
- Effective Tenancy Management – Future courses to be arranged.

☑ Recognition that you are a landlord providing a good standard of accommodation.

☑ Improved access to other local authority departments and services, for instance, Housing Benefits.

☑ Co-operation, support and advice from the Scheme Operators on all aspects of private renting.

☑ Provision of a membership card, a certificate and scheme logo stickers to help promote and provide proof of your membership to the Scheme.



Office Ref:

NORTH STAFFORDSHIRE LANDLORD ACCREDITATION SCHEME

APPLICATION FORM FOR MEMBERSHIP

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

This form can be completed for joint or single membership:

Single Membership – A single named landlord on the membership. To be applied for when only a single person owns the properties listed.

Joint Membership – More than one name on the membership. To be applied for when more than one person owns the properties listed.

Type of Membership being applied for: Single / Joint

LANDLORD DETAILS (Primary)

Title:	Surname:	First Names:
Business Name:		
Address (inc postcode):		
Telephone No.	Mobile. No.	
Fax No.	Email:	

If you are applying for a joint membership, please list the names of all the other persons to be included on the membership, who jointly own the properties listed on the property portfolio. Where a Joint Membership is applied for all future information and contact will be made using the Landlord Details given above unless otherwise stated on page 2.

JOINT OWNER DETAILS (1)

Title:	Surname:	First Names:
Address (inc postcode):		

JOINT OWNER DETAILS (2)

Title:	Surname:	First Names:
Address (inc postcode):		

JOINT OWNER DETAILS (3)

Title:	Surname:	First Names:
Address (inc postcode):		

DETAILS OF ANY MANAGING AGENT

Company Name:

Specific Contact Name:

Address (inc postcode):

Telephone No.

Mobile. No.

Fax No.

Email:

Are you a member of a Landlord Association? Yes / No

If yes, which one:

WHO SHALL WE CONTACT?

If we receive a complaint about one of your properties or if we need to gain access to inspect a property, who is the most suitable person to contact?

Landlord (Primary)

Joint Owner 1 / 2 or 3

Managing Agent

The Scheme Operators will from time to time send updates to its members. These may include information on changes to legislation, any training events that are being provided, details of new services and initiatives e.g. grant availability. Who would you like this information to be sent to?

Landlord (Primary)

Joint Owner 1 / 2 or 3

Managing Agent

How would you like these updates to be provided?

By Post

By Email

PROPERTY REGISTER

Please complete the following details about all of the property(ies) you let that are located in any of the participating local authority areas: Stoke-on-Trent, Newcastle-under-Lyme, Stafford and Staffordshire Moorlands. If necessary, photocopy page 3 and attach the additional list to this form.

Please remember to update the Scheme Operators with changes to your property register.

Gas Safety Certificates – photocopies of all current certificates must be included with the application form.

Some Guidance Notes:

Below are some short definitions, if you are unsure about the various types of accommodation and how to classify your properties, please contact us.

What is a HMO?

HMO stands for House in Multiple Occupation, which means a building, or part of a building, such as a flat, that:

- is occupied by more than one household and where more than one household shares – or lacks – an amenity, such as a bathroom, toilet or cooking facilities
- is occupied by more than one household and which is a converted building – but not entirely self-contained flats (whether or not some amenities are shared or lacking)
- is converted self contained flats, but does not meet as a minimum standard the requirements of the 1991 Building Regulation, and at least one third of the flats are occupied under short tenancies.

The building is occupied by more than one household:

- as their only or main residence
- as a refuge for people escaping domestic violence
- by students during term time
- for other purposes prescribed by the government.

A household is:

- members of the same family (including relatives, couples and same sex couples)
- other relationships, such as fostering, carers and domestic staff.

Please contact us for further guidance on determining whether your property is an HMO.

PROPERTY DETAILS:

Address (inc postcode):

Type of Accommodation: (tick all that apply)

Single Household HMO Student HMO Furnished Unfurnished

Gas Installation - Yes / No

No. of Floors

No. of lettings at the property:

PROPERTY DETAILS:

Address (inc postcode):

Type of Accommodation: (tick all that apply)

Single Household HMO Student HMO Furnished Unfurnished

Gas Installation - Yes / No

No. of Floors

No. of lettings at the property:

PROPERTY DETAILS:

Address (inc postcode):

Type of Accommodation: (tick all that apply)

Single Household HMO Student HMO Furnished Unfurnished

Gas Installation - Yes / No

No. of Floors

No. of lettings at the property:

PROPERTY DETAILS:

Address (inc postcode):

Type of Accommodation: (tick all that apply)

Single Household HMO Student HMO Furnished Unfurnished

Gas Installation - Yes / No

No. of Floors

No. of lettings at the property:

PROPERTY DETAILS:

Address (inc postcode):

Type of Accommodation: (tick all that apply)

Single Household HMO Student HMO Furnished Unfurnished

Gas Installation - Yes / No

No. of Floors

No. of lettings at the property:

DECLARATION

PLEASE SIGN AND DATE THE FOLLOWING DECLARATION.

I / We.....
(Print Full Name / Names if applying for joint membership)

as owner(s) of private rented properties let within the boundaries of Stoke-on-Trent, Newcastle-under-Lyme, Stafford and Staffordshire Moorlands hereby declare to the best of my knowledge that the following statements are true.

- I have not had a conviction for illegal eviction or harassment of tenants in the last seven years.
- I have not had a conviction for violence towards any persons in the last seven years.
- I have not had a conviction for mortgage, Housing Benefit or Council Tax fraud or breach of grant conditions within the last three years.
- I have not intentionally failed to comply with any statutory notice either for an individual dwelling or House in Multiple Occupation in the last three years, and works in default relating to such notices have only been completed through prior agreement with the relevant Council.
- I have not knowingly failed to comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 in the last three years.
- I have not had a conviction for non-compliance with a Planning Enforcement Notice relating to residential property within the last three years.
- I do not have any other convictions that may make me unsuitable as an applicant to the Scheme.
- I am not aware that any of the managing agent detailed on the application has failed to comply with the above criteria. (Applicable/Not applicable).
- I understand that if a false statement is made about any of the above, membership of the North Staffordshire Landlord Accreditation Scheme may be refused or withdrawn by the Scheme Operators.
- I recognise the authority of the Scheme Operators (Stoke-on-Trent City Council, Newcastle-under-Lyme Borough Council, Stafford Borough Council, Staffordshire Moorlands District Council and the North Staffordshire Landlords Association) through the Landlord Accreditation Scheme Steering Group and give permission for appropriate records to be checked to confirm the statements made above.
- I acknowledge the Scheme Operators rights over the use of Accreditation Logo and for my part authorize the public disclosure of my membership of the scheme as an individual, but reserve the right to provide written authorization for the release of any other information I may supply to the Scheme Operators. Note. All members of the Scheme will be included on a published list, which will include the main landlords name, joint owners names and business name, no contact details will be listed.
- I declare that to the best of my knowledge the information provided on this form is full and correct.
- I declare that I have read and understood the documentation provided in the application pack, and agree to abide by the Terms and Conditions of the North Staffordshire Landlord Accreditation Scheme. If I should contravene any of the conditions of membership, I understand that I can be suspended or removed from the North Staffordshire Landlord Accreditation Scheme.

Signed : Dated :

Where applying for joint membership, the above statements apply to all joint owners who must sign the declaration.

HOW DID YOU FIND OUT ABOUT THE SCHEME?

Website At a meeting Recommended to me Sent or given leaflet

Other

REMEMBER to enclose photocopies of all current gas safety certificates with your application form, plus any other relevant documentation.

Please return the completed and signed application form to:
Housing Standards Team, Stoke-on-Trent City Council,
PO Box 634, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1RJ

GAS SAFETY CERTIFICATES

Are there any gas fittings and flues to any of the properties listed in the property register section?

If so, you need to tick the box against “gas installation” and include a copy of the gas safety certificate with your application form.

WE WILL NOT PROCESS ANY APPLICATIONS WITHOUT THESE CERTIFICATES!

If you are unaware of your duties please see the leaflet – ‘Landlords: A guide to landlords’ duties: Gas Safety (Installation and Use) Regulations 1998’.

This is available on the Health and Safety Executive website

<http://www.hse.gov.uk/PUBNS/gasindex.htm>

Or if you would like a hard copy,
please ring the Accreditation Team on 01782 232087.