



## Landlord Accreditation Scheme • Application form for landlords

Please complete all the following questions and return to:

**Landlord Accreditation team, Housing and Planning, Salford City Council, Civic Centre,  
Chorley Road, Swinton, Salford, M27 5BY Telephone: 0161 793 3270**

**email: [landlord.accreditation@salford.gov.uk](mailto:landlord.accreditation@salford.gov.uk) [www.salford.gov.uk/landlord-accreditation](http://www.salford.gov.uk/landlord-accreditation)**

### Your full contact details

Title:	Name:	Home number:	Mobile number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		Fax number:	Email address:
<input type="text"/>		<input type="text"/>	<input type="text"/>
Postcode:			
<input type="text"/>			

### Full trading contact details

Trading as:	Business number:	Mobile number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (if different from above):	Fax number:	Email address:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode:	Details of managing agents acting on your behalf (if applicable):	
<input type="text"/>	<input type="text"/>	
Details of joint owners (if applicable):	Website:	
<input type="text"/>	<input type="text"/>	

Where did you find out about the Landlord Accreditation Scheme?

Please specify:

Do you own any properties in this or any other local authority that have required a licence (HMO, selective or additional)?

Yes  No  If yes, which authority .....

Have you ever been refused a licence in this or any other local authority?

Yes  No  If yes, which authority .....

### List of accredited landlords

I would like to be included on Salford City Council's approved list of accredited landlords which will be made available to the public. Yes  No

Signed: <input type="text"/>	Date: <input type="text"/>
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**The Landlord Accreditation team will carry out routine, ad hoc property assessments to ensure compliance with the Code of Standards, and managing agents will be required to renew their membership and update property maintenance on an annual basis (if applicable).**

## Fit and proper assessment (as defined under the Housing Act 1974)

### Only unspent convictions need to be declared.

Have you or any person who will be involved in the management of the property been convicted of any offence involving:

Fraud or dishonesty

Yes  No

Violence

Yes  No

Drugs offences

Yes  No

Offences under Schedule 3 of the Sexual Offenders Act 2003

Yes  No

### Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed

however long ago they were imposed.

Please give details of unspent convictions :

(Continue on a separate sheet and attach to this form if necessary)

If you are unsure whether your conviction is spent or unspent, please contact the Landlord Accreditation team on 0161 793 3270

## Declaration

I declare that I have read and understood Salford City Council's Code of Standards for membership of the Landlord Accreditation Scheme (LAS). All properties under my ownership/management, 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 (including those set out below), subject to any transitional arrangements agreed by Salford City Council.

I further declare that my conduct will be in accord with the provisions of the Code of Standards and that I will recognise the authority of a review panel and ultimately the Head of Housing in the administration of the code. I acknowledge Salford City Council's rights over the use of the LAS and council logos and for my part acknowledge and authorise the public disclosure of details relating to my membership of the scheme.

I declare that the information given on this form is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me may lead to the withdrawal of my membership from the Landlord Accreditation Scheme.

Listed below are the main requirements of the Landlord Accreditation Scheme. For additional requirements such as fire safety, please refer to the Code of Standards.

**Tenancy agreement** Please attach a sample copy of the tenancy agreement issued when entering into a tenancy agreement for the property (or properties) which is/are to be accredited (it will be checked for compliance with housing legislation and that minimum contractual requirements are included, which address issues including anti-social behaviour, neighbour nuisance, repair and maintenance).

**Gas safety** I hereby confirm that gas safety certificate(s) for the property (or properties) to which this accreditation membership applies are held on the office premises for inspection upon request, and are renewed annually as required by law. This is a scheme requirement and your accreditation may be revoked if found to be in breach.

**Electrical safety** I hereby confirm that the electrical appliances supplied in the property (or properties) under the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the standards under the Electrical Regulations or Building Regulations (BS7671).

**Furniture safety** I hereby confirm that to the best of my knowledge, the furniture supplied in the property (or properties) under the terms of the tenancy agreement(s) pertaining to it, to which this accreditation application applies, meet the Furniture and Furnishings (Fire Safety) Regulations 1998.

Signed:

Date:

## Property details

(If you have more than 10 properties please continue on a separate sheet and attach to this form)

Please provide details of all properties that you intend to be included in the Landlord Accreditation Scheme.

Property address and postcode:

House  Flat  House in Multiple Occupation (HMO)   
Number of storeys (including basements and attics) .....  
Number of tenants when property is fully occupied .....

Property address and postcode:

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House  Flat  House in Multiple Occupation (HMO)   
Number of storeys (including basements and attics) .....  
Number of tenants when property is fully occupied .....

## Checklist

Please ensure you have enclosed/completed the following as applicable to the type of membership required:

- Completed and signed all sections of the application form.
- Supplied property portfolio and landlord details.
- Given clear identification of type of membership required.
- Enclosed any additional information on a separate sheet where applicable.
- Enclosed the equality and diversity monitoring form.
- Supplied and attached gas/electrical safety certificate for each property you intend to be included in the Landlord Accreditation Scheme.
- Supplied landlord consent or agent disclaimer where authority has been sought.
- Supplied sample tenancy agreement or details of when the property became vacant.

Upon request the following may also be required:

- Visual inspection of safety certificates as applicable.
- Access to property by appointment for accreditation purpose.

## Salford City Council

### Landlord Accreditation team Housing and Planning

Civic Centre  
Chorley Road  
Swinton  
Salford  
M27 5BY

**Telephone: 0161 793 3270**

**email: landlord.accreditation@salford.gov.uk**

**www.salford.gov.uk/landlord-accreditation**

This document can be provided in large print, audio, electronic and Braille formats. Please contact the Equalities Team at Salford City Council, telephone number 0161 793 3536

إذا احتجت للمساعدة في فهم هذه النشرة , برجاء الاتصال بفريق المساواة في مجلس سالفورد ,  
هاتف رقم 0161 793 3536

এই পুস্তিকাটি বোঝার জন্য যদি আপনার সাহায্যের প্রয়োজন হয় তাহলে সেলফোর্টে কাউন্সিলের ইকুয়ালিটি টিমের সঙ্গে যোগাযোগ করুন টেলিফোন নম্বর 0161 793 3536

如果您有關於本宣傳頁的任何問題，請聯繫 Salford 理事會的 Equalities 團隊，電話號碼為 0161 793 3536

જો આ લીફલેટ સમજવા મોટ તમને મદદની જરૂરત હોય, કૃપો કરી ઇકુવાલિટીજ ટીમ સર્કોર્ડ કાઉન્સિલનો ટેલિફોન નમ્બર 0161 793 3536 પર સંપર્ક કરો.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਲੀਫਲੈਟ ਨੂੰ ਸਮਝਣ ਵਿਚ ਸਹਾਇਤਾ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਲਫੋਰਡ ਕੌਂਸਲ (Salford council) ਵਿਚ ਇਕੁਅਲਿਟੀ ਟੀਮ (Equalities Team) ਨਾਲ ਫੋਨ ਨੰਬਰ 0161 793 3536 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ کو اس لیف لیٹ کے سمجھنے میں مدد کی ضرورت ہو تو براہ کرم اکوئلیٹی ٹیم کو سلفورڈ کونسل سے اس ٹیلی فون نمبر 0161 793 3536 پر رابطہ قائم کر سکتے ہیں۔