



# Application Form





# Landlord Accreditation Scheme: North Staffordshire

## APPLICATION FORM FOR MEMBERSHIP/RENEWAL

The Landlord Accreditation Scheme accredits the landlord; therefore any application **MUST** be submitted by the property owner.

This form can be completed for a joint or single membership:

Single Membership: A single named landlord on the membership. To be applied for when only a single person owns the property/ies listed.

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

### Type of Membership being applied for: Single / Joint

#### LANDLORD DETAILS (Primary Member)

Title: ..... Surname: ..... First Names: .....

Company name (if applicable) .....

Address (inc postcode): .....

.....

Telephone No: ..... Mobile 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: .....  
Specified Contact Name: .....  
Address (inc postcode): .....  
.....  
Telephone No: ..... Mobile No: .....  
Email: .....

**Are you a member of any other 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

Updates will be sent by email as the scheme is committed to reducing waste. However, if you still wish to receive a paper copy, please tick the box below. How would you like this information to be provided?

By Email  By Post

**Empty Property Matching service**

As you are aware we offer an Empty Property Matching service to all our members. This is one of the tools developed by the City Council to deal with long term empty properties, when we are approached by empty property owners looking to sell.

Please tick the box if you would like to be included on our monthly mailing list

**PROPERTY REGISTER - Important information**

Please complete the details on the following page about all of the properties you let that are located in either of the participating local authority areas: Stoke-on-Trent and Newcastle-under-Lyme. 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 portfolio.**

PROPERTY DETAILS: LA area – Stoke on Trent  Newcastle under Lyme

Address: .....  
.....Post Code: .....

Type of accommodation: Single/family household  HMO  If HMO, no. of lettable rooms \_\_\_\_  
Block of s/c flats  If s/c flats, how many flats \_\_\_\_\_

It is a legal requirement for a landlord to issue a current Gas safety Certificate , a satisfactory Electrical Installation Condition Report less than 5 years old and an EPC rated E or above. Please submit these with the application for each property. If you cannot produce these, please explain why here:

PROPERTY DETAILS: LA area – Stoke on Trent  Newcastle under Lyme

Address: .....  
.....Post Code: .....

Type of accommodation: Single/family household  HMO  If HMO, no. of lettable rooms \_\_\_\_  
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# DECLARATION

PLEASE READ, SIGN AND DATE THE FOLLOWING DECLARATION

I.....

(Print Full Name)

as the primary applicant for registration to the Scheme, hereby declare to the best of my knowledge that the following statements are true:

- I have read and understood the fair processing notice which details how my data will be used and shared. [Click here to visit stoke.gov.uk/fair processing notice](http://stoke.gov.uk/fair_processing_notice)
- I have read and understood the terms and conditions of the Scheme.
- I acknowledge the Scheme Operators rights over the use of the Accreditation Logo
- I authorise the public disclosure of my membership of the scheme as an individual, but reserve the right to provide written authorisation for the release of any other information I may supply to the Scheme Operators.

**I declare:**

- 1) That I am a fit and proper person to be accredited in that neither I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application and in particular:**
  - a) Any offence involving fraud or other dishonesty, violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003;
  - b) Any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business; and
  - c) Contravention of any provision of the law relating to housing or landlord and tenant law such as illegal eviction or harassment.
- 2) That during the last 5 years neither I, nor any person associated or formerly associated with me, have:**
  - a) Ever been convicted for non-compliance of a Statutory Notice or convicted under any of the following
    - Housing Law
    - Landlord & Tenant Law
    - Environmental Protection Act 1990
    - Public Health Law
    - Health & Safety legislation
    - Building Regulation or Planning laws
    - Modern Slavery Act 2015
    - Anti-Social Behaviour Crime and Policing Act 2014
  - b) Been subject to a Control Order or Management Order where
    - works have been carried out in Default
    - breached conditions of a Licence under the Housing Act 2004
    - Been refused a Licence under the Housing Act 2004
- 3) That neither I, nor any person associated or formerly associated with me, do not have any outstanding county court judgements (CCJ) against me or any company of which I am a director or secretary.**

Signed: ..... Dated: .....

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

## Fee Calculator

1-5 Properties      £80

6+ Properties      £100

10 + Lettable room's £120

If any one of your properties has 10 or more lettable rooms, the 10+ lettable room's fee will apply.  
A lettable room means a habitable room used for sleeping purposes.

## Method of payment;

Online [stoke.gov.uk/make a payment](https://stoke.gov.uk/make-a-payment)

Ref No. ....

Phone 01782 232087

Ref No. ....

## HOW DID YOU FIND OUT ABOUT THE SCHEME?

Website  At a meeting  Recommended  Leaflet  Existing member

Social Media  Other: .....

Please return your completed application form via email to: [accreditation@stoke.gov.uk](mailto:accreditation@stoke.gov.uk)

Or via post to:

Private Sector Housing Team, Stoke-on-Trent City Council, Civic Centre, Glebe Street,  
Stoke-on-Trent ST4 1HH

Remember to enclose copies of;

- current gas safety certificates
- a satisfactory Electrical Installation Condition Report (EICR) less than 5 years old
- an EPC rated E or above for each property with your application form.

For any further information or advice please contact  
Landlord Accreditation Scheme: North Staffordshire

Tel: 01782 232271

Email: [accreditation@stoke.gov.uk](mailto:accreditation@stoke.gov.uk)



[Find us on Twitter](#)

[Click here to visit landlordaccreditation.co.uk](http://landlordaccreditation.co.uk)

[Click here to visit stoke.gov.uk](http://stoke.gov.uk)

[Click here to visit newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)



*Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council take your privacy seriously and will only use your personal information to process applications and membership of the scheme, to keep members up-to-date on current and new legislation and any other matters affecting landlords' business, to promote and provide products or services that would benefit landlords or tenants and for purposes required or allowed by law. We are joint data controllers for the personal information we hold about you in relation to the Landlord Accreditation Scheme: North Staffordshire.*

*You can find information about how we handle your personal information by visiting [stoke.gov.uk/dataprotection](http://stoke.gov.uk/dataprotection). You should be aware that we have a duty to protect public funds. We may therefore use the information you provide for the prevention and detection of fraud. We may share this information with other bodies for these purposes. We may also share this information with other departments of the council or other relevant organisations for purposes which may include enforcement*