**Application for Scheme Membership**

**Full Name**

**Email Address**

**Number of Properties**

By signing and returning this form I agree to the terms and conditions of the Accreditation Scheme and I understand and accept the Code of Practice, which can both be found here [www.lincolnstudentlettings.com/landlords](http://www.lincolnstudentlettings.com/landlords)

**I also enclose copies of the following documents in respect of each property:**

Gas Safe Certificate

Periodic Electrical Inspection Certificate

Copy of tenancy agreement

Energy Performance Certificate (EPC)

Acknowledgment of a valid HMO licence application

Copy of a Fire Risk Assessment for each property and that a copy will be kept in the property

Property floor plan

Property details form

**I addition, individual copies of the following documents:**

Landlord details form

Fit & Proper Person Declaration

Accreditation Scheme Agreement

**Signed**

**Date**

**Your Details**

Full Name

Trading As

Address for correspondence

Contact Phone

Contact Email

**Joint Owner Details (if applicable)**

Full Name

Trading As

Address for correspondence

Contact Phone

Contact Email

**Managing Agent Details (if applicable)**

Full Name

Trading As

Address for correspondence

Contact Phone

Contact Email

**Property Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Property Address | Acquisition date | Currently tenanted (Y/N) | Date available |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **10.** |  |  |  |

**NOTE: if necessary, please provide details of additional properties on a separate sheet / spreadsheet**

**Fit and Proper Person Declaration**

In line with HMO legislation, and developing Good Practice of the Code, it is decided that all member Landlords or Agents will be covered by a Fit and Proper Person check or statement.

For those Landlords or Agents who already hold a House in Multiple Occupation (HMO) Licence with the City of Lincoln Council, then a copy of that licence is acceptable to show compliance with the Fit and Proper Check for this Code of Practice.

For Landlords or Agents who do not hold such a licence, then a Self-Declaration Statement is acceptable for the purpose of this scheme. This statement document must be returned with the registration documents for membership of the scheme.

A Landlord registered with the Lincoln Students’ Union Accommodation Services Accreditation Scheme is considered a fit and proper person. An Agent representing multiple Landlords is expected to have an understanding that they are representing those Landlords as fit and proper persons. This means they have not: committed any offences or been subject to any proceedings brought by Local Authority or Regulatory Body, with regard to the Housing Act, Landlord & Tenant Act or any approved Code of Practice. Furthermore, they have no known convictions relating to fraud, dishonesty, discrimination, drugs or Schedule 3 of the Sexual Offences Act 2003 which may disqualify them from the scheme.

Landlords or agents who are discovered not to have completed a factually correct statement at the time of registration, would automatically be deemed to have a proven complaint against them and the subsequent actions of this fact being applied.

By signing this form, I am declaring that I am considered a fit and proper person, as detailed in the Housing Act 2004 sections 64(3) and 66. Any changes to this status must be reported to Lincoln Students’ Union Accommodation Services immediately.

Name

Signed

Date

**Scale of Charges**

Charges are for a one-year period which commences from the date of property accreditation acknowledgement. All charges are non-refundable.

1 property £50 +VAT

2 properties £100 +VAT

3 properties £150 +VAT

4 properties £190 +VAT

5 properties £230 +VAT

6 properties £270 +VAT

7 properties £310 +VAT

8 properties £340 +VAT

9 properties £370 +VAT

10 properties £400 +VAT

11 - 15 properties £500 +VAT

16 - 19 properties £700 +VAT

20+ Properties (Agent) £1000 +VAT

Fire Safety Inspection £15 per property

Each property must undergo a thorough fire safety inspection, we provide this service with an independent fire safety assessor for £15 per property. If you are an agent who completes these checks inhouse you must provide evidence of satisfactory fire safety checks for each of the properties you wish to be advertised with us. All fire safety inspections must have been completed within 5 years.

Payments can be made through invoice request or through our online payment portal <https://lincolnsu.com/landlordpayment>

Your details will not be advertised until all the relevant documents have been sent, initial inspection is complete, and payment has been made in full.

Please return all documents to [lincolnstudentlettings@lincolnsu.com](mailto:lincolnstudentlettings@lincolnsu.com)