

Wigan Landlord Accreditation Scheme



Application Form

1. Owners Details (Details of the property owner)

Surname	
First Names (all)	
Trading as (if appropriate):	
Address for Correspondence:	
Postcode	
Country	
Telephone number:	
Mobile Number:	
Email address:	
Date of Birth:	
Place of Birth:	

2. Details of any Joint Owners (if applicable)

Surname	
First Names (all)	
Trading as (if appropriate):	
Address for Correspondence:	
Postcode	
Country	
Telephone number:	
Mobile Number:	
Email address:	
Date of Birth:	
Place of Birth:	

If there are 3 or more joint owner please enclose the same details for each owner on a separate piece of paper

3. Details of any Managing Agents acting on your behalf (if applicable)

Surname	
First Names (all)	
Trading as (if appropriate):	
Address for Correspondence:	
Postcode	
Country	
Telephone number:	
Mobile Number:	
Email address:	
Date of Birth:	
Place of Birth:	
Website Address	

4. Property Details

On the following page is a form giving us details of the number of properties within your portfolio. These notes will help you complete this form.

General - Please use 1 row for each property. There is only room for 16 properties on the form. If you have more than 16 properties please provide the same information for your additional properties on a separate piece of paper.

Note 1 - This provides address details. Please put the full address of the property in column 1, the town e.g. Leigh, Wigan, Ashton etc. in column 2, please put the full postcode in column 3

Note 2 - This provides us with details about the type of property. If it's a single occupied house please put house, if it's a flat please put flat if it's a shared house where unrelated people share facilities like the bathroom or kitchen then it is likely to be a House in Multiple Occupation so please put HMO. If you are unsure please put unsure.

Note 3 - Please put the number of bedrooms the property has in this column as a numeric value. Please do not include reception rooms as a bedroom.

Note 4 - Please let us know if the property is currently empty or not by putting tenanted or vacant in this column.

Checklist

Please provide the following documentation for each property listed above:

1. Gas Safety Certificate

Please tick

*This should be certified by a gas engineer registered on the Gas Safety Register

2. Electrical Safety Certificate

Please tick

This should be certified by a qualified electrician

3. Energy Performance Certificate

Please tick

This is only applicable if the property has become vacant since October 2008

4. Recent Mortgage Statement and/or Secured Loan statement

** (Dated within the last 6 months)

Please tick

5. Copy of Buildings Insurance Certificate

Please tick

* Membership to the scheme is automatically renewed upon receipt of the annual gas safety certificate (subject to any inspections).

** This is to demonstrate that there are no arrears that could put the property at risk of repossession. The information contained within the statement will not be used for any other purposes and will remain strictly confidential. Please write below if the property is not mortgaged or subject to a loan secured on it

Declaration

By signing this form and providing the necessary information I/We are making a commitment to enter into the spirit of the scheme and I/We agree to abide by all terms and conditions. I/We are also confirming that I/We have read the Wigan Landlord Accreditation Scheme Code of Practice.

I/We also hereby provide consent for Wigan Council Housing Strategy Section to carry out the necessary “fit and proper” checks detailed in the Code of Practice with appropriate departments and agencies as to my/our previous record as a landlord/agent in determining my/our suitability for membership under the scheme.

I/We declare that we do not have arrears on any of the properties through a mortgage or loan secured on them that could put the property at risk of repossession.

I/We understand that making a false declaration may result in refusal, withdrawal, suspension or expulsion from the scheme.

I/We declare that to the best of our knowledge the information we have provided in this application is correct and I/We agree to keep Wigan Council Housing Strategy Team informed of any changes in respect of ownership, management or property use.

I/We agree that in respect of any housing licensing scheme in development or to be developed by Wigan Council in connection with the Housing Act 2004, any information I/We have provided can be used for contact and checking purposes where necessary.

I/We agree to the Housing Strategy Section retaining our details for the purposes of administering the scheme and for statistical purposes.

I/We agree to the Housing Strategy Section publishing my/our details to the public through inclusion on a member list of accredited landlords or agents.

Where I/We are not the legal owner (s) of the property, I/We hereby confirm that I have the appropriate authority to act on behalf of the owner (s) in making this application and declaring and fulfilling the obligations

Print Name		Print Name	
Date		Date	
Signature		Signature	
Print Name		Print Name	
Date		Date	
Signature		Signature	