



### Form 4 - The Property & Tenancy Management

#### Application for a Licence for a House in Multiple Occupation (HMO)

If the details you give in this form are the same for each of your applications there is no need to fill in a new form for each application. Just fill in the main part of the form once and photocopy as many copies as you need. Each form must have the property address and signature sections filled in individually. Photocopied or facsimile signatures will not be accepted.

Address of Property			
Proposed Licence Holders Name		Proposed Licence Holders <b>NI number</b> (or <b>Company Registration No.</b> )	

Before issuing a licence, the Council is required to be satisfied that the management arrangements for the property are satisfactory. The following questions are designed to assess the procedures you have, or intend to have, in place to ensure good management of the property. It does not matter too much if you are unable to answer a few of the questions. An example answer is given alongside each question.

Question	Your Answer	Example Answer ( <b>not</b> necessarily the ideal answer)
4.1 What arrangements are in place to ensure that fire detection and warning devices continue to work correctly?		All visible detectors checked by manager monthly for damage or warning indicators. Every 6 months I test the alarm system to check it is working and can be heard throughout the building. I keep a book on the premises which records these checks.
4.2 What measures are there to ensure the escape routes are kept free of obstructions?		I check for obstructions each time I visit and I warn tenants that they must be removed immediately. If they are not removed I dispose of them myself.
4.3 What arrangements are in place to ensure the gas installation and appliances are kept in a safe and good working order?		I have a yearly check done by ABC gas contractors.

Question	Your Answer	Example Answer ( <b>not</b> necessarily the ideal answer)
4.4 What arrangements are in place to ensure the electrical installation and appliances are kept in a safe and good working order?		I keep an eye on all the electrical equipment myself but have it tested properly every five years by a proper electrician
4.5 What arrangements are in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order?		A cleaner is employed to visit and clean the common parts of the property weekly. The cleaner reports any problems and these are acted upon quickly
4.6 Do you have contracts or arrangements with firms or contractors to attend to maintenance work?		No. I can do most of the jobs myself. I will select a contractor if there's a job I can't handle
4.7 Do you have arrangements in place to cover the cost of major emergency repair work (e.g. a new roof) if it became necessary?		I have a good credit rating!
4.8 What arrangements are in place to review the general condition of the property and to plan for programmed maintenance work?		I generally have a quick look round every so often and decide if anything needs doing.
4.9 If there are key-operated locks on any windows what procedures do you follow to ensure every new tenant has keys available?		I keep the original keys and I get copies cut if any go missing. I ensure new tenants always have keys. I deduct £5 from tenants' bond money if they cannot return all keys at the end of their tenancy.
5.0 What arrangements are in place for the storage of refuse before it is collected? How do you ensure refuse is efficiently collected?		I have three "wheelie-bins" on a hard standing in the back yard. Tenants empty their bins into this whenever it suits them. I take the bins to the kerbside for emptying every Tuesday. And return them after the bin-men have been.
5.1 What arrangements are in place to ensure the gardens, yards and fencing are kept in good order?		I have a good look round at least once a year and do any maintenance needed. I have a bit of a tidy up and apply weedkiller to stop any plants growing.

Question	Your Answer	Example Answer (not necessarily the ideal answer)
<p>5.2 If you have an intruder alarm with an audible sounder, what arrangements are there to ensure that activations and false alarms are properly dealt with and that the sounder is silenced within a reasonable time? Mention the procedure to be followed if the alarm sounds when the house is unoccupied.</p>		<p>The alarm system has been explained to all the tenants. They all have the code to silence the alarm and there's a card by the control panel reminding them what to do. I have given my emergency number to neighbours and have informed the noise people at the council who they should contact if anyone is annoyed by it.</p>
<p>5.3 Has each tenant been provided with a true copy of a written tenancy agreement?</p>		<p>Yes, they are all given a copy at the start of their tenancy and further copies are available on request.</p>
<p>5.4 Is the tenants' rent payable weekly, monthly or over some other term? If weekly, is a rent book provided?</p>		<p>Weekly, but I give my tenants a written receipt for each payment.</p>
<p>5.5 What arrangements have been made for minimising potential problems between tenants? Such problems might include noise, use of hot water, sharing cooking equipment etc.</p>		<p>I enforce a general rule that no-one can play music which can be heard in other rooms after 11pm. Otherwise most people seem to get on OK.</p>
<p>5.6 Do you require a bond or deposit from tenants? Are the terms of the deposit clearly set out in writing?</p>		<p>Yes, I ask for four weeks rent in advance - this is included in the tenancy agreement.</p>
<p>5.7 Are you a member (or do you intend to become a member) of any scheme which protects tenants' deposits? Give details:</p>		<p>I'm thinking of subscribing to a local scheme though it has not yet started.</p>
<p>5.8 What procedures will you adopt if you are satisfied that a particular tenant is guilty of anti-social behaviour towards people sharing the property or people living in the neighbourhood?</p>		<p>I would discuss the matter with the tenant and warn them in writing that continued trouble will lead to them being evicted.</p>
<p>5.9 What procedures do you have for dealing with any complaints tenants have concerning conditions in the property?</p>		<p>Obviously I investigate them straight away and arrange to put them right as soon as I can after consulting the tenant.</p>

Question	Your Answer	Example Answer (not necessarily the ideal answer)
5.10 What procedures do you have to deal with disputes between tenants?		I don't usually have any problems but if I did have a dispute of some kind I would try to involve some independent arbitrator.
5.11 Do you provide each tenant with an inventory of furniture and items provided?		Yes - and I take photos!
5.12 What arrangements are in place to ensure the tenants can contact the licence holder in the event of an emergency?		My name and address is displayed in the hallway along with my mobile telephone number and my brother's phone number if I am not available.
5.13 Does the property have buildings and contents insurance?		Yes, with XYZ insurance co, and my own contents are similarly covered.
5.14 What records are kept of deposits and rent payments made and receipts?		Yes, I ask for four weeks rent in advance - this is included in the tenancy agreement.
5.15 What arrangements are there for when the tenants leave the property with regard to deposits and inspections?		I'm thinking of subscribing to a local scheme though it has not yet started.

### Declaration

**I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 Housing Act 2004 that is false or misleading and which I/we know is false or misleading or I/we am/are reckless as to whether it is false or misleading.**

**I understand that the Council may need to make enquiries into the information I have supplied for the purposes of Part 2 Housing Act 2004. I hereby authorise the Council to make such enquiries as are relevant and necessary to discharge its statutory functions under the Housing Act 2004, including sharing such information with relevant organisations and authorities. I have read and understood the section of this application headed 'Application for HMO Licence - Notes Relating to Misrepresentation and the Data Protection Act 1998.**

**Signed:**

**Date:**

**Licence applicant**