



Midland Landlord Accreditation Scheme
University of Birmingham
Pritchatts Park Village
Lower Ground Floor
9a Pritchatts Road
Edgbaston
Birmingham
B15 2QX
Tel: 0121 414 6438
Email: mlas@contacts.bham.ac.uk

Application for Midland Landlord Accreditation Scheme

Thank you for expressing an interest in becoming an accredited landlord. To become accredited, you must:

- 1) Fill out the attached application form (including a declaration that you will abide by the Scheme's Code of Conduct and that you are a 'Fit and Proper Person' to be accredited).
- 2) Attend a one-day development course.

Application form

Complete all parts of this form in full and carefully read the Code of Conduct and 'Fit and Proper Person' sections before signing the form. If a question does not provide enough space for your answer please continue on a separate sheet and mark the sheet with your name and the section number. Please keep a copy of the form for your records.

One-day development course

Available course dates are detailed on our website or by calling 0121 414 6438. The fee for the course, which includes lunch and refreshments, is £150 (non-refundable). There are two ways of booking:

- 1) Online - www.bhamonlineshop.co.uk – click on "conferences and events" then select your preferred venue (service provided by the University of Birmingham). After booking you will need to send in your application form or bring it with you on the day of the course, as we cannot accredit you until we have received it. Online booking for each course closes 7 days before the course is due to be held. After this time, ring for availability – we can accept credit/debit cards over the phone.
- 2) By post – after confirming availability by telephone or via our website, enter your selected date at the end of the application form and return it to us with a cheque made payable to "The University of Birmingham" for £150. Once we have received your application form and cheque/payment, we will write to you to confirm you are booked onto the development course, giving full course details. **We cannot book you onto a course without having received your payment.** Places on courses are strictly limited, and if your chosen course becomes full before we receive your payment, we will contact you to arrange an alternative date. Therefore, please return your form as soon as possible to guarantee your place.

(In some cases, your Local Authority may have offered to pay for you to attend this course. If this is the case, at the end of the application form in the space provided, please indicate which Local Authority and provide the name and email/phone number of your contact there so that this can be verified).

Should you have any questions or queries, please contact us (details given above).

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For Office Use Only			
Seminar Date			
Payment Date			
Payment Method	WEB	CHQ	CC DC
Accred. No.			
Referral			

Application Form

Midland Landlord Accreditation Scheme (MLAS)

Section 1 - Your Details:

Please print your name as it appears on your Passport/Driving Licence

Title (Mr, Mrs, Miss, Ms, Dr) Other Title

First Name:

Last Name:

Date of Birth:

PRINT your name, **not** a company name, as you want it shown on your certificate

National Insurance Number:

OR

Passport Number:

Section 2 - Your Address:

Flat No: Building Name:

Street No: Street Name:

Town:

Full Postcode:

Phone No Daytime:

Mobile:

Email:

Section 3 - Property Interest:

Are you an existing landlord?

YES

NO

If Yes

Do you own rented property in the Midlands?

YES

NO

If Yes

Please state in which local authority you own properties

We do not require the address of the properties, only the name(s) of the local council(s) where they are situated.

1. 2.

3. 4.

5. 6.

Are you a student landlord?

YES

NO

If Yes

Please state which Educational Institute(s) you advertise with

1. 2.

3. 4.

Where did you first hear about this scheme? *(if applicable, please enter promotional code, i.e. BCCPRAS)*

Which Deposit Protection Service do you use?

.....

I am applying as a) An individual Complete section 7

b) A partnership Complete Section 4

c) Limited company Complete Section 5

d) An agent Complete Section 6

For Limited Companies & Partnerships, 2/3^{rds} [67%] of those actively involved in the operation of the rental business will need to have attended a development course for the organisation to be accredited. [Individuals can be accredited in their own right]. For agents, see details in section 6.

Section 4 – Partnership Details:

Partnership Name

Number of Partners

Please provide the names and addresses of **ALL** other partners actively involved in the rental business.

First Name

Last Name

Section 4 – Partnership Details continued:

Address

..... Postcode

First Name

Last Name

Address

..... Postcode

Please continue on additional sheet(s), if necessary.

Go to section 7

Section 5 – Limited Company Details

Registered Company Name

Registered Company Number

Registered Address

.....

..... Postcode

Please state total number of Directors Are **you** a Director? **Yes / No**

Please provide the names and addresses of **ALL** (other) Directors actively involved in the rental business. Please continue on additional sheet(s), if necessary.

First Name

Last Name

Address

Postcode

Section 5 – Limited Company - continued

First Name

Last Name

Address

Postcode

Go to section 7

Section 6 – Agents - Letting and Managing:

Full Business Name

Address

Postcode

Business Phone No
.....

Business Email:
.....

Please note:

Agents can be accredited in their own name provided that 2/3^{rds} of their staff have attended the MLAS professional development course, and they have filled in and returned an Accrediting Agents form to us, having agreed to its conditions (form available on request). A certificate will then be issued to the agent in the agent's name (there is no charge for this). Until an agent holds this certificate, they are not MLAS accredited as an agent.

Go to Section 7

Section 7 EMPLOYEES involved in the daily management of the portfolio.

Do you employ any such staff? Yes No

If Yes, how many?

Section 8 - Quality and Equality

We are continuously trying to update and improve the nature and quality of services to meet the changing needs of our customers. To enable us to do this we need up to date information. Any information you give us will be used in the strictest confidence and solely for compiling statistics. We would therefore ask if you would mind answering the following questions.

To which ethnic group do you consider you belong to under the following descriptions?

Please tick one box only

ASIAN

- Bangladeshi Pakistani
- Indian Asian other (please specify below)

BLACK or BLACK BRITISH

- Caribbean Black African
- Black other (please specify below)

MIXED

- White & Black African White & Asian
- White & Black Caribbean Mixed other (please specify below)

WHITE

- British Irish
- White other (please specify below)

CHINESE & Other Ethnic Group

- Chinese Ethnic Group other (please specify below)

Please Specify

PLEASE READ CAREFULLY
before signing

DECLARATION

A. I declare that I will conform to the Midland Landlord Accreditation Scheme's following Code of Conduct:

CODE OF CONDUCT

All tenants will be treated with appropriate courtesy and respect.

- 1 I will always act in a fair, honest and reasonable way in all my dealings with tenants and will respect their rights to peaceful and quiet enjoyment of the property;
- 2 I will not discriminate in my dealings with prospective and/or existing tenants or treat them less favourably than others because of their colour, creed, ethnic or national origin, disability, age, sex, marital status, sexuality, politics, or their responsibility for dependants;
- 3 I will, emergencies excepted, give the tenant reasonable notice (at least 24 hours and in writing, stating reasons) when access to the property is required by the landlord, contractor or agent.
- 4 I will provide tenants with a written statement of the terms of their occupancy (a tenancy agreement), together with a current inventory, a contact telephone number or other means of contacting the landlord or their agent in an emergency, and details of what conditions as attached to the deposit or bond.
- 5 For agents, I will provide a written statement of terms and conditions to landlords detailing all the rights, responsibilities and liabilities of the agency agreement.
- 6 I will acknowledge promptly all written communications received from the tenant and will respond appropriately to telephone or other verbal messages and will, when so requested, provide the tenant with a written statement of their tenancy account;
- 7 Before proceedings are commenced, I will notify the tenant in writing of any breach of the tenancy agreement that is to be used as a basis for legal proceedings against the tenant;
- 8 I will not cause harassment to a tenant or instruct or undertake any action that involves the tenant being illegally evicted or harassed;
- 9 Subject to any statute and/or separate agreements and unless I have good legal cause, I will return promptly at the end of the tenancy, any deposit paid by the tenant, which is held by me or on my behalf. If required, a written statement accounting for and explaining any deductions will be provided. The tenant will also be told of the steps they can take if they are not satisfied that the deductions are fair and reasonable.
- 10 I will not refuse a tenant a reference for the purposes of securing a new tenancy, without good cause.

The landlord will, and an agent will take all reasonable steps to, ensure that the tenant is provided with accommodation that complies with relevant legal requirements, in particular

- 11 I will take all reasonable steps to ensure all accommodation I provide will not fall below the current minimum legal standards for habitation. That is it is in a reasonable state of repair, has adequate fire safety and amenities and meets basic standards of management.
 - a. Agents who are not responsible for property standards will inform the landlord in writing of any areas requiring attention, or other statutory requirement, and will notify the local authority if the landlord fails to rectify. However in the case of a serious risk to anyone's health or safety, I will, when made aware by any occupier, also advise them to notify the local authority. In the event of the occupier being unable to do this I will report the matter on their behalf.
 - b. Landlords, or managing agents, will prepare an improvement plan if the property does not meet the current minimum standards. The improvement plan will set out how, and within what period, improvement will take place. Any local authority having reason to inspect such a property, whilst fulfilling their statutory functions, may request this plan.
- 12 All disrepair or defects in the property for which I am responsible will be attended to promptly with minimum disturbance to the tenant.
- 13 Subject to statutory rights of appeal, I will comply with all statutory notices served by a local authority;
- 14 Subject to statutes, I shall hold all relevant safety certificates in respect of gas installation and appliances in the accommodation provided for letting which are my responsibility, and copies of these will be provided to the tenant. Where automatic fire detection or emergency lighting is a requirement, I shall ensure that installations are properly serviced by a competent person in accordance with the relevant British Standards;
- 15 I will not advertise or claim any property as belonging to any person or organisation accredited under the MLAS unless the responsible local authority's private sector housing team has been notified in writing that the property is (or is to be) rented out to tenants;
- 16 I will take steps to maintain and improve my knowledge of current relevant legislation and good practice.
- 17 For agents only, I shall provide all landlords with information about the MLAS and urge them to apply to join the scheme.
- 18 I will not act in such a manner that brings the Midland Landlord Accreditation Scheme into disrepute.

All references to an individual in this Code will apply equally to relevant Directors, Partners and/or employees of a Company or business accredited under this scheme.

FIT AND PROPER PERSON

B AND I declare 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, or violence or 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 of landlord and tenant law; (including any civil proceedings that you have lost).

And that during the last 5 years neither I, nor any person associated or formerly associated with me, have:

- (a) been in control of any property subject to a control order under S379 of the Housing Act 1985;
- (b) been refused a licence or had a licence removed for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- (c) been found to have breached a condition on a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- (d) been found by a local authority to have acted otherwise than in accordance with any Code of Practice approved under Section 233 of the Housing Act 2004;
- (e) been in control of any property that has been the subject of any proceedings by a local authority (such as breaches of the Environmental Protection Act, planning control or compulsory purchase proceedings.);
- (f) been in control of any property on which the local authority has carried out work in default; or
- (g) been in control of any property, which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004.

Please tick box if you are unable to satisfy the “fit and proper person” condition. See Note 3 below

C AND I declare the information I have provided above is true and accurate to the best of my knowledge.

Signature **Date**

PRINT Full Name

We may use the information that you provide to check with other teams and external organisations in order to prevent and detect potential fraud.

Note:

1. This declaration must be signed personally by the applicant and **NOT** by their representative/agent.
2. Anyone knowingly making a false statement will be disqualified from membership.
3. If any of the issues detailed, under the fit and proper person declaration, cannot be satisfied, please return this form and provide brief information about any relevant issues. We will contact you to discuss your application. The existence of such an issue **may not** prevent you becoming accredited.
4. Information you provide, or we hold, may be used by us or our partners to: -
 - a. Identify you and help validate your declarations
 - b. Help run, and seek your views on how we run, the scheme
 - c. Inform you about any changes to the scheme or any additional development courses, services or events provided by the scheme, or its partners.
 - d. Inform you about any services, any schemes, events etc. provided by the Partnership.
 - e. Carry out marketing, analysis and reviews on the operation of the scheme.
 - f. To seek your views on issues relevant to private landlords.
 - g. Provide update information and changes for the reference manual and provide relevant information about changes to statute or case law.
5. It is anticipated that there will be financial opportunities and other incentives for accredited landlords. These external companies (eg insurance companies, financial advisors, utility companies, builders' merchants, etc), will be required to support the aims of the MLAS and will provide benefits for accredited landlords.

Please tick the box if you agree to your information being accessed directly from companies supporting the scheme

Please check available course dates by telephone on 0121 414 6438, or via our website at www.mlas-online.co.uk, and enter the details below:

DATE: _____ **VENUE:** _____

Please return this form (with a cheque payable to "The University of Birmingham" for £125 if **not** booking online) to:

Midland Landlord Accreditation Scheme. Pritchatts Park Village, Lower Ground Floor, 9a Pritchatts Road, Edgbaston, Birmingham B15 2QX

If your Local Authority has offered to pay for this course for you, please provide details below:

Name of Local Authority:

Your contact at the Local Authority:

Their email/phone no.:
.....
.....

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(You may remove the following two pages and keep them if you wish)

Fit and proper person and ability to manage

1. When determining whether an applicant is a fit and proper person and his/her ability to manage the property, we will need information about any problems that have arisen in the past. Relevant convictions do not automatically mean that you cannot be deemed fit and proper but should be declared. These may be considered alongside matters such as whether you have undertaken training or other accreditation schemes or have a record of engagement with initiatives with the local authority to improve the sector.

2. We therefore require, as part of the application process, that you must give information concerning any unspent convictions that may be relevant to your application, in particular:

(a) any offence involving fraud or other dishonesty, or violence or 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 of landlord and tenant law; (including any civil proceedings that you have lost).

You should also reveal whether you have in the last 5 years:

(a) been in control of any property subject to a control order under S379 of the Housing Act 1985;

(b) been refused a licence or had a licence removed for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;

(c) been found to have breached a condition on a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;

(d) been found by a local authority to have acted otherwise than in accordance with any Code of Practice approved under Section 233 of the Housing Act 2004;

(e) been in control of any property that has been the subject of any proceedings by a local authority (such as breaches of the Environmental Protection Act, planning control of compulsory purchase proceedings.);

(f) been in control of any property on which the local authority has carried out work in default; or

(g) been in control of any property which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004.

You should also reveal whether any person associated or formerly associated with you (whether on a personal, work or other basis) has done any of the things set out above, *where this is relevant* to the question of whether you are a fit and proper person to be involved in the management of rented residential property. (This information is specified in the Housing Bill as a matter which may be taken into account where relevant).

Please Note: This clause requires a partnership business or limited company applicant to declare whether any other Director, Partner or employee has done any of the things listed above, if that person has a direct influence on the residential letting operation.

The aim of this code is to provide a general framework of standards expected of landlords accredited under the scheme in connection with the letting of their residential properties. There will be an over-arching requirement for the landlord to be a 'fit and proper person' as defined by current national legislation.

The Code applies equally to relevant Directors, Partners and/or employees of Companies that are accredited under this scheme, and the term 'landlord' should be construed accordingly.

The code is intended to be non-specific and yet comprehensive in its scope, covering all the main issues that will be expected of an important and influential initiative such as the Midland Landlord Accreditation Scheme.

The code merely requires that you comply with the laws relating to residential property letting or, if extensive repairs or improvements are required to bring the property up to standard, that you take active steps to carry out those works within a reasonable timescale. The code accepts that it will not in every case be possible to bring a substandard portfolio up to standard immediately, but the MLAS does require that repairs or improvements are carried out as soon as practicable.

You may think that a reciprocal set of requirements is needed for tenants. It is the intention in the medium to long term for the MLAS to start to address this issue, again in a positive and inclusive manner. Similarly, there is an intention to tackle the problems landlords occasionally encounter with letting agents/managers by adapting the scheme to include such businesses.

It is hoped that most of the clauses in the code are self-explanatory, but some explanation may be required in respect of clauses 11 and 15:

Clause 11 – the requirement for an 'improvement plan' is not intended to be an onerous duty, but does require you to consider your portfolio and, if necessary, produce a plan of how you will address any breaches of the law which require attention. If the property of an accredited landlord comes to the attention of a local authority following a routine or reactive inspection of a dwelling and is found to be sub-standard, the improvement plan would be a very good indication of the landlord's intentions in respect of that property and could assist positively in negotiations surrounding remedies and time frames for improvement.

Clause 15 – you will not be required to disclose your portfolio as a pre-requisite to joining the scheme, unless of course you wish to do so. However, to protect the reputation of the scheme, there will be a requirement to notify (in writing) the relevant local authority of the address of any property which is to be advertised as being under the control of an accredited landlord. This does not mean that the property would be visited by that local authority, it merely gives them the option to do so.

This Code of Conduct is based on and adapted from that of the NFRL & National Landlords Association, with whom the London Landlord Accreditation Scheme Steering Group has worked closely throughout the various stages of the scheme's development, together with the other main landlords' organisation.