

Midland Landlord Accreditation Scheme

Accrediting Agents Policy

Agents represent a significant percentage of those accredited within the Midland Landlord Accreditation Scheme (MLAS). They can directly shape landlord tenancy relations, frequently are the first people to inspect properties bought into the rental market, influence landlords' decisions and directly impact on the private rented market in their own right. Letting and managing agents are largely unregulated and some agents are not members of recognised trade organisations. It is therefore important that agents are encouraged to become accredited and to promote accreditation among the landlords they deal with on a day-to-day basis.

Agents can be accredited in their own right providing they satisfy the following:

1. The Agency must satisfy the 2/3rds rule that applies to all companies and partnerships, which states that 2/3rd of the directors and 2/3rd of the staff involved with the day-to-day lettings business must be accredited in order for the organisation to become accredited. This means these staff must attend a one-day development course, be "fit and proper" persons and comply with the MLAS code of conduct.
2. If the Agency has several branches, individual branches can only be accredited provided the 2/3rds rule above is satisfied for that branch.
3. The Agency must be a member of NLA (National Landlords Association), NALS (National Approved Letting Scheme), ARLA (Association of Residential Letting Agents), ARMA (Association of Residential Managing Agents), NAEA (National Association of Estate Agents) RICS (Royal Institution of Chartered Surveyors) or a professional body that is governed by a code of conduct, enforced by the professional body.
4. The Agency must have written contracts with their landlords.
5. The Agency must not let or advertise a property on behalf of a landlord who has been expelled from MLAS (this can be checked on the website or MLAS).
6. The Agency must recommend in a written format that their landlords become members of the MLAS and:
 - make MLAS information readily available in their offices and/or
 - include the MLAS logo on printed material where possible or
 - include a link to the MLAS website (www.mlas-online.co.uk) on their website
7. The Agency must tell tenants if the individual landlord they are letting from is accredited or not.
8. The Agency must take responsibility for ensuring that all properties they let meet the MLAS code of conduct

MLAS will endeavor to:

1. Provide the MLAS Accredited Agent Logo and the MLAS logos to help to promote the Scheme
2. Place Accredited Agents' details on MLAS website
3. Provide agents with leaflets to place in their office (electronic copies available from the MLAS website).
4. Provide the Agent with an accreditation certificate in that agent's name.

Breach of the code of conduct or resignation or removal from an approved trade organisation would be prima facie grounds for removal of Accreditation Status.

To apply for "Accredited Agent" status, please fill in the details overleaf.

APPLICATION FOR MLAS ACCREDITED AGENCY STATUS	For office use only.	
	Granted?	Y / N
	Agency Accred. No.	A-
THIS MUST BE COMPLETED FOR EACH BRANCH OF YOUR AGENCY (WHERE APPLICABLE)		
Agency Name (where applicable):		
Branch Name:		
Branch Address:		
Branch Telephone Number:		
Branch Email Address:		

Number of staff employed by the branch in a letting or management capacity:

Names & Accreditation Numbers of those who have attended the accreditation course and who work in the branch:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |
- continue on a separate page if necessary.....*

Name & Membership Number of the national body the branch/agency is a member of (*as per point 3 of the MLAS Accrediting Agents Policy*):

"I certify that I have read and that I understand the MLAS Accrediting Agents Policy, and that this branch will abide by the Policy at all times. I understand that failure to do so may result in my branch's accreditation being withdrawn."

Signed: _____

Your name: _____

Your position within the agency: _____

Date:

Please return this form to:
 Midland Landlord Accreditation Scheme,
 Accommodation Services,
 Living, University Centre,
 University of Birmingham,
 Edgbaston,
 Birmingham B15 2TT.

Tel. No. 0121 414 6438

Fax No. 0121 415 8501