

- I will ensure that there are adequate means of refuse disposal and that tenants are aware of the arrangements for collection of refuse and recycling facilities
- I will ensure that all tenants are aware of their responsibilities under the Tenancy Agreement and understand their responsibility to the wider community
- I agree to seek assistance from the Council in relation to neighbour disputes and antisocial behaviour, and ensure that my tenants know how to seek assistance
- I have a published procedure for carrying out repairs, and tenants are aware of how to report a repair and the likely timescale for completion. In addition, I will undertake regular planned maintenance and improvement works
- I have a complaints procedure in place and tenants are aware of how to complain
- I will follow the correct legal process for ending a tenancy unless ended by mutual agreement with the tenant, and where necessary will seek advice from the Council
- I will ensure that all deposits taken will be placed into a Mandatory Scheme where appropriate, and will provide evidence to support any deductions
- I will not discriminate on the grounds of race, gender, religion, disability or sexual orientation.

All properties under my ownership that are let to tenants while I hold membership of the Landlord Accreditation Scheme will meet the terms and conditions of the Management Standards, subject to any transitional arrangements agreed by the authority.

I further declare that my conduct will be in accordance with the full Management Standards and I will recognise the authority of a Review Panel and, ultimately, the Head of Housing Services in the administration of these standards.

I acknowledge Manchester City Council's rights over the use of the Code logo and the Council's logo, and for my part acknowledge and authorise the public disclosure of my name, address, email address and telephone numbers in relation to my membership of the scheme.

I hereby indemnify Manchester City Council against any claims whatsoever made in connection with the Landlord Accreditation Scheme, except for claims for death or personal injury attributable to the negligence of Manchester City Council or its officers.

I understand that this application relates only to accreditation and that any recognition or certification received from the Council is to be used in this regard only.

I confirm all information is true and accurate.

Signed _____ Dated _____

NB

The Manchester Landlord Information Service (MLIS) helps you reference your prospective tenants by accessing more honest and accurate housing information.

MLIS brings together information from numerous sources, such as Housing Associations, Manchester City Council records, neighbour nuisance legal actions and private landlords like you – information you may not be able to access at present. You can now, for the first time, lock out trouble before you let.

Under the Housing Act 2004, Selective Licensing requires you to meet standards of management, including appropriately referencing prospective tenants. MLIS helps you meet this requirement. (See enclosed MLIS leaflet for more details.)

The information this valuable service provides is FREE and available to you on your application to join Manchester City Council's Accreditation Scheme. If you would like to join MLIS, tick the box and your application will be forwarded to the MLIS team who will contact you shortly.



MANCHESTER
CITY COUNCIL

Letting you get ahead



MANCHESTER LANDLORD ACCREDITATION SCHEME

MANCHESTER
CITY COUNCIL

APPLICATION FORM FOR MEMBERSHIP

Please complete all sections and return to:

Manchester Accreditation Scheme (MAS)

PO Box 5

Manchester

M40 OWX

For advice or guidance on completing the form, please telephone the scheme administration team on **0161 219 6030** or email landlordaccreditation@manchester.gov.uk

YOUR DETAILS

Full name _____

Trading as (if applicable) _____

Address (including postcode) _____

Telephone numbers _____

Fax number _____

Email address _____

Website address _____

Do you accept Housing Benefit?

Yes

No

DETAILS OF ANY OTHER JOINT OWNERS

Full name _____

Trading as (if applicable) _____

Address (including postcode) _____

Telephone numbers _____

Fax number _____

Email address _____

Website address _____

DETAILS OF ANY MANAGING AGENT ACTING ON YOUR BEHALF

Contact name _____

Company name _____

Address (including postcode) _____

Telephone numbers _____

Fax number _____

Email address _____

Website address _____

DECLARATION

Have you, any other joint owners or managing agent acting on your behalf:

Please tick

- Been convicted of harassment or unlawful eviction under the Protection from Eviction Act 1977? Yes No
- Been convicted of offences relating to the maintenance and/or management of any residential premises? Yes No
- Failed to comply with any statutory notice, which has resulted in the Council carrying out works in default, at any of your premises? Yes No

If you have answered yes to any of these questions, please write the details below:

I confirm that I have read and agree to comply with the full Manchester Accreditation Standards and will undertake the following:

- I will seek references for prospective tenants and utilise MLIS where available
- Where a deposit is taken, I will carry out a full inventory and this will be agreed with the tenant. In addition, information will be provided about the conditions expected at the end of the tenancy
- I will provide a written Tenancy Agreement that includes clearly worded clauses about nuisance and antisocial behaviour
- I will let and maintain my properties in a good state of repair, including the exterior, and undertake annual gas safety checks and PAT testing of electrical appliances and five-yearly inspections of the wiring
- I will ensure that adequate security measures are available in all properties and provide a working smoke detector
- In Houses in Multiple Occupation I will comply with the Manchester HMO standards and where necessary agree to undertake work to bring properties up to standard within a reasonable time period