

# Letting Agent Application Form For Membership



Please complete all of the following questions and return to:

**The Good Landlord & Agent Scheme,  
Housing & Neighbourhoods Unit, Red Lion Street, Burnley, BB11 2AE**

T: 01282 425011 ext. 3205

E: [glas@burnley.gov.uk](mailto:glas@burnley.gov.uk)

## PART 1. Agent Details

Name of applicant (Name/Company to be accredited)

Name of Person responsible for management of properties

Registered Address (please include postcode)

Postcode

Telephone number

Fax number

Mobile number

Email address

Correspondence address (if different from above)

Postcode

## PART 2 – Management Standards

### 2.1 Do you have written procedures in place for letting this property?

Yes  No If Yes, please provide copies with your application

If No, please give details of how availability of the property is advertised:

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### 2.2 What references are requested before commencement of a tenancy?

Credit check(s)  Character references  Housing History

Please give details:

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### 2.3 What monies are required before commencement of a tenancy?

Refundable monies  Rent advance  Admin Fee  Other

Please give details of which Tenancy Deposit Scheme you use if you take refundable monies:

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**Any refundable monies must be deposited in an approved tenancy deposit scheme**

### 2.4 Are tenants provided with a written statement of their terms of occupancy?

Yes  No

Please provide a copy of the Tenancy Agreement with your application form

### 2.5 What is the standard type of terms of occupancy offered?

Assured short-hold  Assured tenancy  Licence

### 2.6 What is the standard length of the terms of occupancy?

Six months  Twelve months  Other - please give details:

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### 2.7 Are Gas safe certificates supplied to the tenant?

Yes  No

How often are gas safe tests carried out?

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### 2.8 If properties are rented after 01/10/09 they will require an Energy Performance Certificate (EPC)

Do you organise EPC's for the properties in your management?

Yes  No

**2.9-2.12** These sections are asking for details of how you deal with anti social behaviour:

**2.9** How are tenants made aware of the kind of behaviour expected of them during the tenancy?

In written agreement     Verbally

**2.10** How do you monitor the tenant/property? Examples - how often you visit, whether you have a look into the backyard, whether you give your contact details to neighbours of tenants. In other words, how you would be likely to discover any problems.

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**2.11** What are the penalties to tenants for causing, or their guests causing, antisocial behaviour, damage or noise nuisance?

Formal procedures     Informal procedures     No

**2.12** How are tenants made aware of these penalties?

In written agreement     Verbally     No

**2.13** What procedures do you have for tackling a problem. Example – speaking to the tenant (and if necessary telling them this is a verbal warning), written warning or eviction procedure) also it is important for us to know if you e.g. liaise with the Police or the Council regarding anti-social behaviour and meditation. Please give us as much detail as possible:

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**2.14** How are tenants provided with details of who to contact in an emergency

Tenancy Agreement     Separate document (we require a copy)     Verbally

**2.15** Do you use property inventories? If yes please provide a copy.

Yes     No

If no, why not?

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**2.16** Details of emergency contact

We need to be satisfied the tenant can contact the agent in an emergency.

Name:

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Address:

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Postcode:

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Telephone:

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**2.16 What are your repair-reporting procedures?**

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**2.17 Please give any further information you give to tenants:**

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**PART 3. List of approved accredited agents**

**3.1**

I would like to be included on the Burnley Council's approved list of accredited agents

This will be made available to the public once you become accredited. (Only telephone number and business address will be given).

Yes

No

**3.2**

You will be required to attend a FREE 1-day training event which will contain subjects on creating, managing and ending a tenancy. More dates to be agreed for the New Year. You will be added to a waiting list and contacted as soon as possible.

I have already attended this event

date: \_\_\_\_\_

## PART 4 – References

Please provide contact details of two people who are willing to provide you with company references. The references should be from your clients or other professionals who can provide information on how you conduct your management business. **These referees should not be family members or close friends, and one should have known you for at least 5 years.**

Please contact us if you experience difficulty in identifying such people, as these references will be checked and any inconsistencies with their information and the information you provide could result in this application being refused.

By providing these names, you agree that we can contact them in respect of this application.

### 4.1

(1) Referee name

Address	
Postcode	
Daytime tel	Email address
How are you known to this person?	

(2) Referee name

Address	
Postcode	
Daytime tel	Email address
How are you known to this person?	

## PART 5

### 5.1 Membership of professional body

To be a management agent on the GLAS Scheme you need to be a member of NALS (National Approved Letting Scheme) or ARLA (Association of Residential Letting Agents) or ARMA (Association of Residential Managing Agents) RICS (Royal Institute of Chartered Surveyors) or a professional body that is governed by a code of conduct, enforced by the professional body or hold a National Federation of Property Professional Technical Award in Residential Letting and Property Management.

Please include your membership number.

Membership No
Signed
Position in Company Date

## DECLARATION

I declare that I have read and understood the Burnley Borough Council Code of Practice for membership to the Good Landlord and Agent Scheme. I further declare that my conduct will be in accordance with the provisions of the Code of Practice and I will recognise the authority of a Review Panel and ultimately the Head of Housing and Neighbourhoods in the administration of the Code. I acknowledge Burnley Borough 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 details relating to my membership of the Code.

The information contained in this application may also be shared with other Council departments for the purposes of operating this scheme.

I declare that I have no criminal convictions or criminal charges pending which are relevant to the ownership or management of private rented properties.

I declare that I am a member of a registered body as specified in the Accreditation Policy, and that I will inform Burnley Borough Council if I am removed from its membership at any point.

I declare that I have read and understood the information provided to me for Data Protection, and I understand that it is my responsibility that I comply with the Data Protection legislation.

I confirm that I will ensure that all properties that I manage, meet or are working towards meeting the Homesure Code of Practice.

I declare that to the best of my knowledge and belief the information in this application is correct.

Signed

Date

Signed

Date

## Documents that are required to be included with your application

### Check List

1. Application Form (ensure this is signed & dated)
2. Management Lease (for letting agents only)
3. Ethnic Minority Form
4. Repair reporting/maintenance procedures
5. Procedure for dealing with Anti Social Behaviour
6. Basic Disclosure Scotland



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