



Application Form

Managing Agent Accreditation Scheme

Sefton Council 

Please complete both sides of this form before signing and returning together with the necessary documentation to:

Housing Standards Team
Sefton Council
1st Floor, Magdalen House
30 Trinity Road
Bootle, L20 3NJ

Title of Business

Address of Business

Postcode

Contact telephone number

Email address

Before you can be issued with a Managing Agent Accreditation certificate 3 properties you manage must be assessed and successfully accredited under Sefton Council's Property Accreditation Scheme

Please ensure you have enclosed the following documentation with this application form:

- 3 applications for Sefton Council's Property Accreditation Scheme (if required)
- Signed management codes

During the assessment you will be asked to provide the following documentation

- Tenancy Agreement (example)
- Inventory (example)
- Tenancy Deposit Membership Certificate (if applicable)
- Certificate of membership to one of the following bodies:
ARLA/RICS/NALS/ NLA/RLA
- Certificate of membership from an approved Property Redress Scheme
- Landlord Full-Management Contract



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Privacy notice

Sefton Council wants you to be confident that any personal information you give us will be handled in accordance with the Law, and in particular the Data Protection Act 1998. This means we will enforce rules in how we, and any third party providers that we use, will collect, use, disclose and ultimately destroy your information. As a Council we have a duty to protect public funds and to prevent and detect fraud, so we may need to match your information against other Council records and in some cases share this information with other bodies responsible for auditing or administering funds. This will again only be done where the Law permits.

Agreement

- I agree to abide by Sefton Council's Management Code of Standards and understand that any breach of these standards may result in the Managing Agent Accreditation status being rescinded subject to the Appeal process.
- I agree to positively market the Property Accreditation Scheme to Landlords
- I agree to regularly submit properties to Sefton Council's Property Accreditation Scheme
- I agree to inform the Scheme if I no longer manage accredited properties.

You can help us to improve the scheme by responding to the following:

How did you find out about this scheme?

What encouraged you to join?

What other incentives would you like to see introduced?

Signed: _____

Date: _____
