



APPLICATION FOR ACCREDITATION

ADDRESS OF PROPERTY TO BE ACCREDITED

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:
(please tick to confirm)

COMPLETED APPLICATION FORM	<input type="checkbox"/>
VALID ELECTRICAL INSPECTION CERTIFICATE	<input type="checkbox"/>
COPY OF CURRENT GAS SAFETY CERTIFICATE	<input type="checkbox"/>
SIMPLE SKETCH PLANS OF THE FLOOR LAYOUTS	<input type="checkbox"/>
FIRE ALARM CERTIFICATE (If Applicable)	<input type="checkbox"/>

If you require any assistance in completing this application or have any questions regarding the Runnymede Accreditation Scheme please contact:

Private Sector Housing Team
Housing and Community Services.
Runnymede Civic Centre, Station Road,
Addlestone KT152AH.
Tel: 01932 425886
01932 425888

Housing@runnymede.gov.uk

**(Please state clearly in the subject box the words "Landlord Accreditation"
when using this e-mail address)**

IMPORTANT NOTE FOR APPLICANTS

1. Runnymede Borough Council does not accept any liability for actions or decisions taken by landlords or tenants as a result of the awarding of Accreditation Status. Accreditation should be used as a general guide only that the property and the landlord are likely to meet certain minimum standards in relation to physical condition, amenity standards and general management standards and practices.
2. The council reserves the right to alter or suspend the Accreditation scheme and there maybe a waiting list in place when arranging property inspections. The Council does not guarantee to deal with Accreditation applications within a set time due to unforeseen fluctuations in demand and /or staffing resources within the Private Sector Housing Team.
3. Accreditation does not prove compliance with the law and nor does it protect landlords or tenants from other types of enforcement action resulting from non-compliance with the law which may or may not fall within the remit of Runnymede Borough Council.
4. Runnymede Borough Council does not accept responsibility for dealing with any other matters or problems between landlords and tenants of Accredited properties. Even where matters or problems are reported that relate to non compliance with the Accreditation standards, the Council's remit of involvement only extends to withdrawal of Accreditation status. It does not extend to dealing with matters in any further detail except where other types of enforcement action due to non compliance with legislation for which the Council is responsible for enforcing, exist.

Ownership Details

Name of Property Owner	
Address	
Telephone Number (Home) (Work) (Mobile)	
Email Address	

Management / Rent Collector Details

Name of person managing the property, collecting the rent or any Managing Agent (If different from above)	
Address	
Telephone No	
Email Address	

Property / occupancy details *please circle as appropriate*

Type of property:	House	Flat	Flat above a Shop	Other
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Age of property	Pre 1919	1920-1944	1945-1964	1965-1981	POST 1981
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Building type:	End terrace		Mid terrace	
	Semi detached		Detached	
	Purpose built flat		Conversion	

Number of occupants	<input style="width: 50px; height: 20px;" type="text"/>	Number of bathrooms with WC's	<input style="width: 50px; height: 20px;" type="text"/>
Number of floors	<input style="width: 50px; height: 20px;" type="text"/>	Number of bathrooms without WC's	<input style="width: 50px; height: 20px;" type="text"/>
Number of bedrooms	<input style="width: 50px; height: 20px;" type="text"/>	Number of separate WC's	<input style="width: 50px; height: 20px;" type="text"/>
Number of kitchens	<input style="width: 50px; height: 20px;" type="text"/>	Number of living rooms	<input style="width: 50px; height: 20px;" type="text"/>

Any other significant features.....

Additional information

Please list the Fire Precautions/
Fire safety equipment in the
property

E.g. Mains Wired Smoke
Detectors, Fire Doors, and
Fire Extinguishers etc.

What is the approximate age
of the electrical installation?

(if you are unsure indicate if it is
likely to be over 10 years old)

Please confirm what
arrangements are in place for
upkeep of front and rear
gardens

Please confirm what
arrangements are in place for
ensuring refuse area is kept in
a clean and tidy state

Please confirm number of
wheeled bins provided at the
property

Please provide details of
membership of professional
body

DECLARATIONS

I confirm that to the best of my knowledge all relevant furniture, furnishings and other goods supplied in the property will comply with the Furniture and Furnishings (Fire Safety) Regulations (as Amended).

To the best of my knowledge the electrical installations in my property are safe and comply with IEE Regulations. I will ensure that any problems brought to my attention will be rectified as soon as possible and a completion certificate for the repairs obtained from the contractor. **I also undertake to have all installations over 10 years old inspected by a NICEIC approved contractor within 3 months of the date of application.**

I confirm that all new tenants of the property, from the date of my application, will be issued with written tenancy agreements, an accurate inventory, a copy of the gas safety certificate and details of how to report repair as detailed in the Accreditation Standards.

I agree to keep all relevant documentation and certificates available for inspection by tenants and the Private Sector Housing Section, as required.

I confirm that I will hold deposits in one of the government regulated schemes. (further information can be found on www.communities.gov.uk/tenancydeposit)

I undertake to abide by all other conditions of the scheme and to supply any reasonable information required in connection with the property.

I declare that I, and to my knowledge, all of other persons responsible for managing the property, have not:

- a) Been convicted of harassment, illegal eviction or fraud in connection with mortgages, loans or housing benefit during the last 10 years.
- b) Been prosecuted by the council for failing to carry out works required by a notice during the last 5 years.

LANDLORD/ OWNER

Name in full

Signature:

Date:

MANAGER **(If applicable)**

Name in full:

Signature:

Date:

DATA PROTECTION ACT 1998

The information provided by you that falls within the Data Protection Act 1998 will include information, whether in a written manual form, by E-mail, word processor or howsoever generated so long as it identifies the data subject and forms part of the filing system. As part of Runnymede Borough Council's obligations under the Data Protection Act 1998, the Council will not keep information about your application for Accreditation that is irrelevant or excessive.

CONSENT

I hereby give my consent to Runnymede Borough Council holding and retaining personal information about me and about the property for which I am seeking Accreditation for the purposes of becoming part of the Runnymede Accreditation Scheme.

I consent to the address of the property being listed on a public register for the purposes of advising interested parties as to those properties in the Borough which are accredited. No personal information will be provided on this public register other than the property address of the Accredited property.

I hereby give my consent to Runnymede Borough Council's Private Sector Housing Team to share information about my application for Accreditation with other departments of the Borough Council, with the Royal Holloway, University of London Accommodation Office and Student Services Divisions, with Surrey Fire and Rescue Service and with tenants living within the property.

I have read, understood and agree for the information associated with my application to be used and kept outlined above.

LANDLORD/ OWNER

Name in full:

Signature:

Date:

MANAGER (If applicable)

**Name of manager
in full:**

Signature:

Date: