|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **North Tyneside Council**  **Landlord Accreditation Scheme**  **Application for Membership** | | | |  | |
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| *If you have any queries regarding any part of the application, please contact the Private Sector Housing Team*  *on 0191 643 6207 or e-mail:* [*private.landlords@northtyneside.gov.uk*](mailto:private.landlords@northtyneside.gov.uk) | | | | | | | |
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| *As part of the application process, you will be requested to provide details of any residential property that you own, jointly own, or manage within the Borough of North Tyneside, that is currently void, let, or intended to be let, under a rental contract. This will include any property that you do not wish to register under the accreditation scheme.* | | | | | | | |
|  | | | | | | | |
| **Section 1 - Applicant** | | | | | | | |
| *Please provide details of the property/portfolio owner, or in the case of joint owners or a company, the primary contact person for the application.* | | | | | | | |
|  | | | | | | | |
| **Company Name:** |  | | | | | | |
| **Title:** |  | | | | | | |
| **First Name:** |  | | | | | | |
| **Surname:** |  | | | | | | |
| **Previous Names(s):** |  | | | | | | |
| **Date of Birth:** |  | | | | | | |
| **Correspondence Address:** |  | | | | | | |
| **E-mail:** |  | | | | | | |
| **Phone Number:** |  | | | | | | |
|  | | | | | | | |
| **Section 2 – Interested Parties** | | | | | | | |
| *Please provide details of any joint owner(s) or person(s) with an interest in the property.* | | | | | | | |
| **Title:** |  | | | | | | |
| **First Name:** |  | | | | | | |
| **Surname:** |  | | | | | | |
| **Previous Names(s):** |  | | | | | | |
| **Date of Birth:** |  | | | | | | |
| **Correspondence Address:** |  | | | | | | |
| **E-mail:** |  | | | | | | |
| **Phone Number:** |  | | | | | | |
| **Property Interest:** |  | | | | | | |
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| **Section 3 – Managing or Letting Agent Information** | | | | | | | |
| *If you have a managing agent for the property, please provide the details below:* | | | | | | | |
|  | | | | | | | |
| **Agent:** |  | | | | | | |
| **Address:** |  | | | | | | |
| **E-mail:** |  | | | | | | |
| **Phone Number:** |  | | | | | | |
|  | | | | | | | |
| **Section 4 – Property Details – Single Property** | | | | | | | |
| *If you own and/or intend to register only one property for accreditation, please complete Section 5 below.*  *If you intend to register more than one property, please go directly to Section 6.* | | | | | | | |
|  | | | | | | | |
| **Property Address:** |  | | | | | | |
| **Type of Property:** |  | | | | | | |
| **Number of Bedrooms:** |  | | | | | | |
| **House in Multiple Occupation:** |  | | | | | | |
| **Furnished:** |  | | | | | | |
| **Currently Occupied:** |  | | | | | | |
|  | | | | | | | |
| **Section 5 – Property Details – Multiple Properties** | | | | | | | |
| *If you own and intend to register more than one property for accreditation, you should complete Section 6 below.* | | | | | | | |
| *Please list below all the residential properties that you own or jointly own within the Borough of North Tyneside and that you wish to register for accreditation.*  *If you have a large portfolio, you may provide your own list, with relevant details.* | | | | | | | |
|  | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | **ADDRESS** | **PROPERTY TYPE** | **BEDROOMS** | **OCCUPIED** | **FURNISHED** | **HMO** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | |
| *If you have more than 5 residential properties within North Tyneside that wish to have accredited, please provide a property portfolio listing, or contact the Private Sector Housing Team for assistance 0191 643 6207* [*private.landlords@northtyneside.gov.uk*](mailto:private.landlords@northtyneside.gov.uk) | | | | | | | |
|  | | | | | | | |
| **Section 6 – Data Protection Privacy Notice** | | | | | | | |
| The Council has a duty to protect your privacy and your personal data and it must follow rules set by the General Data Protection Regulation and Data Protection Act. Following these rules ensures that the processing of your data is fair and lawful and further information on how the Council stores and protects your data is available by accessing: [*https://my.northtyneside.gov.uk/category/1001/data-protection*](https://my.northtyneside.gov.uk/category/1001/data-protection) | | | | | | | |
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| **Section 7 – Formal Consent – Code of Guidance Agreement** | | | | | | | |
| In making this application, I hereby give my consent to North Tyneside Council holding and retaining my information for the purposes of my applying to join and remain a member of the North Tyneside Council (Private Residential Sector) Landlord Accreditation Scheme.  I understand that information provided to and held by the North Tyneside Council (Private Residential Sector) Landlord Accreditation Scheme, can be made available to other Council departments and partner agencies and that the information may be used to check for any conflicts, breaches of legislation, or breaches of the Scheme’s Code of Conduct.  I understand that if I provide information which I know to be false or misleading, the Council reserves the right to decline my application, or to withdraw, suspend or revoke my accredited landlord status.  I confirm I have not provided any information within my application for accreditation, that I do not believe to be true, accurate and correct.  **North Tyneside Private Residential Sector Landlord Accreditation Scheme Code of Conduct**  I confirm that I have read and understood the North Tyneside Residential Landlords Accreditation Scheme ‘Code of Conduct’ and in making this application, I agree to fully comply with the terms laid out within that Code of Conduct. | | | | | | | |
| **Print Name:** | | | | | | **Date:** | | | |
| **Signature:** | | | | | | | | | |
| **Section 8 – Landlord Accreditation Application Check List**  *Copies of the following documents must be submitted with your application form, unfortunately applications cannot be progressed without this documentation. Please do not send original documents in the post.* | | | | | | | | | |
| Signed Application Form | | | |  | Gas Safety Certificate | | |  | |
| Electrical Installation Condition Report | | | |  | Portable Electrical Appliance Test Report | | |  | |
| Energy Performance Certificate | | | |  | Buildings Insurance | | |  | |
|  | | | | | | | | | |
| **Section 9 - Completed Applications – Submission Options** | | | | | | | | | |
| *Completed application forms and supporting documentation should be forwarded to*  [*private.landlords@northtyneside.gov.uk*](mailto:private.landlords@northtyneside.gov.uk) *or by post to:*  North Tyneside Council Landlord Accreditation  The Killingworth Site, Block A  Station Road  Killingworth  North Tyneside  NE12 6QQ  You can also submit your landlord accreditation application at any North Tyneside Council Customer First Centre, which are located at the main central libraries within Wallsend, North Shields and Whitley Bay town centres and at the Killingworth White Swan Centre.  *If you have not been contacted in response to your application within 7 working days, please contact the private sector housing team for assistance on 0191 643 6207 or by e-mailing* [*private.landlords@northtyneside.gov.uk*](mailto:private.landlords@northtyneside.gov.uk) | | | | | | | | | |