

Housing Act 2004 – Mandatory HMO licensing-required documentation

Licence application form - duly dated and signed ensure you detail the licence holder.

DBS – required for the named licence holder.

Proof of identity of licence holder - passport or driving licence photo ID copy

Management agreement – if applicable

Planning consents – where a property is changing to commercial use from residential use if and /or if for 7 or more persons or the property is being extended or modified /redeveloped

Building Control certifications – this may be required for certain types of works within the property.

Refuse storage and correct disposal arrangements

Fire safety risk assessment

Fire alarm commissioning certificate

Emergency lighting commissioning certificate (if relevant)

Electrical safety certificate (Napit or similar)

PAT testing certificate – where landlord is providing electrical white goods, fridge, cooker etc and kitchen appliances, toasters, kettles and similar.

Gas Safety certificate

Energy Performance certificate

Floor plans - must indicate each floor layout, location of kitchen, bathrooms, fire doors and fire alarm and detection point, plans also to include bedroom measurements (m2 is preferred)

Proof of fee payment - to be calculated

Existing tenants- Names of any existing tenants and room occupied where relevant.