

Application Form Checklist

Returning the application

If you are requesting a Mandatory HMO Licence please ensure that you have enclosed the following documents when returning the application:

Application form

(please tick if enclosed)

- HMO application form PART 1
- Basic Disclosure Report Proposed Licence holder
- HMO application form PART 2 (if applicable)
- Basic Disclosure Report Proposed Manager (if applicable)
- HMO application form PART 3
- HMO application form PART 4 (for each property)

Evidence requirements

If you have any of the following evidence requirements, please make sure that they are enclosed within the pack when returned. Once the evidence has been verified and recorded by a member of the Housing Standards Team it will be returned 1st class.

- Gas safety certificate(s)
- Fire risk assessment(s), fire detection installation & commissioning certificates and fire safety maintenance records
- Electrical Installation Condition Report(s)
- Electrical appliances report(s) (P.A.T.)
- HMO floor plan(s)
- Tenancy agreement(s)
- Inventory(ies) (If applicable)