Birmingham City Council

Property Application Pack

Private Rented Access Service

PLEASE COMPLETE A SEPARATE COPY OF THIS FORM FOR EACH PROPERTY YOU WANT TO SUBMIT

Section 1 - Property Checklist

Property address

Owner's details

Name:

Phone:

Mobile:

Email:

Address:

MLAS Registration No

Agent's details (if applicable)
Please see guidance document (PRAS02) for important information about agents.

Agent name:

Agent phone:

Email:

Agent address:

MLAS Registration No

House in Multiple Occupation (HMO) License

Do you have a HMO license for the property?

☐ Yes HMO License number (if applicable):

☐ No Not applicable

NB: A HMO is a property that is three or more stories high and has five or more people living in, it in more than one household and sharing amenities such as bathrooms, toilets and cooking facilities. By law, all HMOs must be licensed.

Property Standards

1. Does the property meet all the standards as laid down under section A of the property standards guidance note? (See guidance note PRAS02)

Yes No

If yes please go to question 5.

2. If not; where does it fail?

3. Do you intend to upgrade the property to meet our specification and Decent Homes Standards?

Yes No

4. If yes, when will this work be completed by?

Certification

5. Please attach a copy of:

A satisfactory periodic inspection report for the fixed electrical installation in the property from a recognised inspection body

A satisfactory Electrical Test Certificate for the fire alarm system (HMO / bedsit only) from a recognised inspection body (i.e., NICEIC, ECA etc)

A satisfactory Portable Appliance Testing Certificate for any portable electrical appliances supplied by the landlord for the property from a recognised inspection body (i.e. NICEIC, ECA etc) (if appropriate)

A satisfactory gas safety certificate - a new one will be required every year

A satisfactory Energy Performance Certificate (EPC)

A satisfactory service contract for the central heating system

A satisfactory Insurance Certificate / policy document for your building insurance

A sketch plan of the property indication the room sizes, room uses and any installed fire measures

A full inventory including photographs of all furniture provided in the property, and the condition of the inside and outside. **Failure to provide this may result in the applicant's inability to claim for a bond payment, if there is deemed to be insufficient proof of the condition of the property and its contents at the time of letting the property.**

Section 2 Property Marketing Information

This information will be used to market your property to potential tenants.

Availability

The property will be available to let from:

Rent

What is the rent for this property:

£ per week, **or**
£ per month

Please note that the rent must fall within Local Housing Allowance rates. For further information please see the guidance document, PRAS02.

Type of property and rooms in property

Type of property (e.g. house, flat (which floor?), maisonette, HMO (type?), other):

Summary of accommodation available to rent (eg room in shared house, self contained flat, two bedroom house available for house-share or for family unit only). Please provide as much detail as possible to help us to offer the property to appropriate customers.

Length of let (Long term lets of 12 months and more are preferable)

Number of bedrooms on each floor:

Ground floor

First floor

Second floor

Other floor (please specify)

Number of bathrooms on each floor (must include bath and/ or shower, WC and basin):

Ground floor

First floor

Second floor

Other floor (please specify)

Number of WCs on each floor:

Ground floor

First floor

Other

Advertising

How would you like to see the property described in advertisements?

Furnishing

Is the property furnished? Yes No

Please provide full details of furnishing, including photographs, in a separate property inventory.

Does the property include white goods?

(please tick those provided)

Washing machine

Tumble drier

Fridge

Freezer

Dishwasher

Other

Does the property include:	Yes	No	N/A
Flooring			
Curtains or blinds			

Does the property have a garden, whether private or shared?	Yes	No
a) to the front		
b) to the rear		

Access

Are there steps that must be used to enter the property which do not have wheelchair access?	Yes No
Are there steps within the property other than a staircase between floors in a house, e.g. rooms on the ground floor at different levels?	Yes No

If yes, please give details:

Declaration

I confirm that the information provided here is accurate to the best of my knowledge, and that I will notify Birmingham City Council if I become aware that any of this information has changed or is inaccurate. I agree to the information provided being shared with other departments within Birmingham City Council, and also with external partners of this scheme, if necessary.

I agree to this property being inspected by Birmingham City Council either prior to, or after, being let.

I confirm that, should this property or any part of it be let, I will notify Birmingham City Council within two working days.

Signed by (printed version only):

Print name:

Company Name (if applicable):

Date

For office use only

Received by (print name) Date

Submit

Please click on Submit above to return this form via email, or print it off and post or fax it to:

- Fax - **0121 303 0593**
- post: - Private Rented Services
  Private Rented Access Scheme
  3, Botteville Road
  Acocks Green
  Birmingham
  B27 7YE