

## House in Multiple Occupation (HMO) Licence Not Required Notification Form

Property address:	
	Postcode
Your name:	
Your address:	
	Postcode:
Your phone:	Your email:

## A House in Multiple Occupation <u>must</u> have a licence if:

- the building is three or more storeys (floors) in height and
- there are five or more occupiers, living as more than one household and
- the occupants share a basic amenity such as a bathroom, a toilet and/or cooking facilities.

## Please complete this form if:

- the property does not require a licence
   or
- the property will not require a licence once the current licence expires
   or
- you are no longer responsible for the property.

If the property becomes, or will become, a licensable HMO in the future, then you must submit an effective licence application before the property is occupied by five or more people.

An effective HMO application includes:

- a fully completed application form, signed and dated,
- a reasonably accurate plan of the property, indicating room dimensions, the
  position of the standard amenities, the location of any smoke detectors, and the
  location of any fire doors,
- a current gas safety certificate (if the property has a gas supply),
   and
- payment of the correct licence fee.

If you don't submit an effective application before the property becomes licensable, you are committing a criminal offence.

## Why does your property not require a HMO licence?

	Please choose the statement that applies to you:	
	I do not need to submit a new HMO Licence application	
	I do not need to renew my existing HMO Licence	
	Please tick all relevant boxes:	
1.	The whole building is only two-storeys in height, and I have no intention of	
_	converting it into a three-storey property.	
2.	The property will be occupied as a House in Multiple Occupation (HMO), but to less than five occupiers. I have no intention of it becoming occupied by five or more persons.	
3.	·	
•	their own bath or shower, toilet, and kitchen, which are behind a locked entrance door to the flat.	
4.	The property will only be let to a single household. I have no intention of renting out the property as a licensable HMO.	
5.	renting out the property as a licensable HMO.	
6.	The property is currently undergoing renovation, and I have no intention, in the future, of renting out the property as a licensable HMO.	
7.	when the property is fit for occupation as a licensable HMO.	
8.		
9.	as a licensable House in Multiple Occupation in the future.  The property is currently vacant, and I will apply for a new licence when the	
٥.	property becomes licensable as a HMO in the future.	
10.	. The property is currently for sale and I anticipate that the sale will be completed	
	before the current licence expires.	
11.	. The property is no longer owned or managed by me.	
	The new owner or manager is:	
	Name:	
	Address:	
	Postoodo	
	Postcode: Phone:	
	Declaration	
	I confirm that the information given is true to the best of my belief and knowledge.	
	Name:	
	Signature: Date:	

Please print, sign and return this form to: Local Services Directorate, Private Rented Services, PO Box 16589, Birmingham B2 2JB

The information you provide is confidential and subject to the requirements of the Data Protection Act 1988. This personal data will be held and processed by Birmingham City Council for the purpose of improving housing standards and monitoring private sector housing