

Selective Licensing

Printable property checklist

Please note: This is a checklist of information and documents you will require to complete your online application (this is not the application form).

Mortgage details	
Name of provider (company name)	
Mortgage company address	
Mortgage company email address	

Room details (Location, Heating and Floor area in m ²)	
All bedrooms	
Living/dining room(s)	
Kitchen(s)	
Number of toilets including any ensuite's	
Number of washbasins and sinks including any ensuite or bedroom wash basins / sinks	
Number of bathrooms / shower rooms	

Smoke detection and fire precaution	
Location of all smoke detectors and type e.g. battery or mains	
Location of all heat detectors	
Location of carbon monoxide detectors	

Documents required for uploading with application	
Evidence to support your claim to be an accredited member of a landlord association	
Copy of current gas safety certificate (if applicable)	
Copy of valid and satisfactory periodic inspection report for the electrical installation	
Copy of any tenancy agreement(s) for the current tenants	
Copy of managing contract (if a managing agent is employed)	
Energy Performance Certificate (EPC) (See note 1)	
Signed copy of Fit & Proper statement from licence holder / property manager (if applicable)	
Proposed licence holder's proof of address	
Manager's proof of address (if property manager is being used)	

Photo ID required for uploading with application (See note 2)	
Proposed licence holder	
Property manager (if different from the proposed licence holder see note 3)	

Notes:

- 1) Required if a new tenancy has been created on or after 1st of October 2008 not applicable to a House of Multiple Occupancy (HMO). An HMO is at least three tenants, forming more than one household that share toilet, bathroom or kitchen facilities with other tenants.
- 2) Acceptable forms of photo ID are Passport or drivers licence.
- 3) If the property manager is a company then the photograph must be of the nominated responsible person e.g. a director.

Selective Licensing Property occupancy sheet

Please note: This sheet is to assist you gather the information required to complete your application online (this is not the application form).

Full name	Date of Birth	Related to another person in this property <i>(delete as applicable)</i>	State the name(s) of the related person(s) and your relationship to them <i>(if applicable)</i>	Room location / Flat Number	Date moved in	Type of tenancy / lease	Tenancy start date	Length of tenancy / lease
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
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	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	
	/ /	Yes / No			/ /		/ /	