



# Application Form - New

## Managing Agent Accreditation Scheme

Sefton Council 

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Please complete both sides of this form before signing and returning together with the necessary documentation to:

### Housing Standards Team

Sefton Council  
Magdalen House  
30 Trinity Road  
Bootle, L20 3NJ

### Title of Business

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### Address of Business

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### Postcode

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### Contact telephone number

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### Email address

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**Before you can be issued with a Managing Agent Accreditation certification. A sample number of properties you manage must be assessed and successfully accredited under Sefton Council's Property Accreditation Scheme**

Please ensure you have enclosed the following documentation with this application form:

- List of properties managed in Sefton
- Signed management codes

**During the assessment you will be asked to provide the following documentation:**

- Tenancy Agreement (example)
- Inventory (example)
- Tenancy Deposit Scheme  
Membership Certificate (if applicable)
- Certificate of membership to one of the following bodies:  
ARLA/RICS/NALS/ NRLA
- Certificate of membership from an approved Property Redress Scheme
- Landlord Full-Management Contract
- Proof of membership of an approved client money protection scheme



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### Privacy notice

For details of how we collect and use your personal information and the retention periods, please see our Privacy Policy available on our website:

<https://www.sefton.gov.uk/housing/housing-and-investment-services-privacy-notice/>

### Agreement

- I agree to abide by Sefton Council's Management Code of Standards and understand that any breach of these standards may result in the Managing Agent Accreditation status being rescinded subject to the Appeal process.
- I agree to positively market the Property Accreditation Scheme to Landlords
- I agree to regularly submit properties to Sefton Council's Property Accreditation Scheme
- I agree to inform the Scheme if I no longer manage accredited properties.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### You can help us to improve the scheme by responding to the following:

How did you find out about this scheme?

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What encouraged you to join?

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What other incentives would you like to see introduced?

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