



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

Full Address of Property

Postcode _____

Name & Address of Owner

Postcode _____

Contact telephone number

Email address

Has a licence application been submitted for this property?

YES / NO / Not licensable

Name & Address of Agent (if applicable)

Postcode _____

Agent contact details:

Name _____

Telephone No. _____

Email. _____

Tenant details (if tenanted)

Name: _____

Contact telephone number:

If you wish to submit more than one property to the scheme, a list can be attached or emailed to:-

private.housing@sefton.gov.uk and are covered by this agreement.

NOTE: Only properties under full-management contracts will be accepted



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 Property Code of Standards. Any other properties subsequently submitted by myself via letter or email are covered by this agreement.
- I agree to inform the Scheme if I no longer manage/own this property.

Signed: _____

Date: _____

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

How did you find out about this scheme?

What encouraged you to join?

What other incentives would you like to see introduced?

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

- Signed Property Code of Standard
- Signed Management Code of Standard
- Gas Safety Certificate
- Energy Performance Certificate
- Electrical Installation Condition Report (EICR)