

Internal use only – Member Number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fife Landlord Accreditation Application**

The following application is required to be completed and supporting documents provided by all landlords to be considered for Landlord Accreditation in Fife. Accreditation can only be considered once we are in receipt of your completed application and all relevant documentation.

**Fife Council**

**Landlord Accreditation**

**Private Sector Housing** **Telephone – 01592 583397**

**Fife House (2nd Floor)**  **Email – landlords.registration@fife.gov.uk**

**North Street**

**Glenrothes**

**KY7 5LT**

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| **Lead Owner or Joint Owner (delete as applicable)**  \*Please copy application form for any additional applicants | | |
| Title:  Mr/ Mrs/  Miss/ Ms | Name: | Surname: |
| Company Name  (if applicable): |  | |
| Address: |  | |
| Postcode: |  | |
| Mobile: |  | |
| Telephone: |  | |
| E-mail: |  | |
| Landlord Registration Number in Fife: |  | |

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| **Declaration:** |
| (Print full name) I, |
| **As an owner/joint owner for private rented properties let within the boundaries of Fife Council, I hereby declare to the best of my knowledge that the following statements are true:** |

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| **Items required to be submitted upon application -**  **(Applicable to Lead Owners only)** |
| * **A complete list of all rental properties in Fife** **- See Appendix A**   A list of your properties can be emailed to the address at the top  of this application.   * **A copy of the Tenancy Agreement you issue.** * **Current Automatic Fire Alarm and Smoke Detection Certificate.** * **Current Gas Safety Certificate (if applicable)** * **Current Electrical Installation Condition Report (EICR)** * **Portable Appliance Test Certificate (PAT) (If applicable)** * **Legionella Risk Assessment (completed within the last 12months)** * **Rental Property Insurance Document.** * **EPC (Energy Performance Certificate)** |

Would you be interested in receiving further information relating to a potential Private Leasing Scheme?  **Yes/No**

**Please complete the following checklist which covers what all Accredited Landlords should already be carrying out or working towards. (Delete as appropriate)**

* I/we communicate clearly and promptly with tenants. **Yes/No**
* I/we practice equal opportunities and do not treat any

person or group less favourably when letting or managing a

Property. **Yes/No**

* I/we seek to resolve any dispute involving tenant or the

property promptly and lawfully.  **Yes/No**

* I/we have adequate Landlords Building insurance cover.

**Yes/No**

* I/we provide receipts for rental payments, where applicable.

**Yes/No**

* I/we lodge any tenancy deposits with an approved Tenancy

Deposit Scheme. **Yes/No/Not Applicable**

* I/we provide all new tenants with easy-to-read notes to

accompany a Private Residential Tenancy agreement.

**Yes/No**

* I/we provide an inventory, which the tenant(s) are given

time to check and agree. **Yes/No**

* I/We understand that any let property must meet the Repairing

Standard in line with Housing (Scotland) Act 2006. **Yes/No**

* I/we arrange for repairs and maintenance to be carried out

within a reasonable time-period and provide appropriate notice

for access.  **Yes/No**

* I/we will provide the tenant/s with information regarding

what constitutes an emergency. **Yes/No**

* The Rental property(ies) are/is in good decorative order.  **Yes/No**
* I/we confirm that there is adequate storage for refuse

at the property and tenants are aware of the management

the refuse. **Yes/No**

* Where the property has a gas supply I/we arrange for annual

gas safety check to be carried out. And provide the tenant/s

with written instruction what actions are required in the event

of a gas leak or fault. **Yes/No**

* I/we arrange for an Electrical Installation Condition Report

(EICR) to be carried out regularly (every 3 / 5 year’s). **Yes/No**

* I/we agree to provide Landlord Accreditation Fife with

details of any new rental properties purchased. **Yes/No**

* I/we will not knowingly supply false information in relation to

Landlord Accreditation Fife. **Yes/No**

* I/we agree to allow a Fife Council officer appointed by the

the Private Sector Team to inspect the rental properties owned. **Yes/No**

* I/we have read and understand the Scottish Core Standards

for Landlords. **Yes/No**

**I/we** confirm that I understand that I must meet the requirements of The Scottish Core Standards of Accredited Landlords in order to be considered for accreditation and I may have my accreditation status revoked if there is evidence that I am not meeting any part of the Standards.

I/we also understand that any decision made on whether an accredited status should be revoked is final.

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| **Declaration:** |
| (Print full name) I,  Date: |
| **As an owner for private rented properties let within the boundaries of Fife Council, I hereby declare to the best of my knowledge that the information provided in this application is true.** |

Please return your completed application along with all relevant documentation to the email address at the top of this form.

Appendix A

Please list your rental properties and submit with your application

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| --- | --- | --- | --- | --- |
| **House/Flat No /Name** | **Street** | **Town** | **Postcode** | **Number of Bedrooms** |
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