



# Application Form for Membership of Leeds Landlord Accreditation Scheme (LLAS)

Working in partnership with:



**LLAS is the Leeds City Council Landlord Accreditation Scheme operated on behalf of Leeds City Council (“the Council”) by RLAAS Limited, the accreditation service of the Residential Landlords Association.**

**RLAAS Limited works with the Council and partners to provide landlords, tenants and the community with a service that contributes to improving housing and neighbourhoods.**

Any landlord with residential property in Leeds is eligible to apply to join LLAS, and therefore benefit from the rewards that the scheme provides. In addition to the provision of the latest information and the market advantage enjoyed by accredited landlords, LLAS offers a wide variety of discounts on goods and services that will be of real benefit.

If you are a landlord with at least one residential property in Leeds you can either apply online at [www.leedslas.co.uk](http://www.leedslas.co.uk) or complete this application form to join the LLAS scheme. Alternatively, you can contact us for more information.

## What is required of landlords applying to join LLAS?

1. Compliance with the scheme requirements which includes a commitment to provide good standards of management and reasonable property standards. The scheme requirements are available at [www.leedslas.co.uk](http://www.leedslas.co.uk) or by contacting RLAAS Ltd.
2. Agreement to abide by the decisions of the Complaints and Disciplinary procedure which are available at [www.leedslas.co.uk](http://www.leedslas.co.uk) or by contacting RLAAS Ltd.
3. Satisfactory completion of this application form.
4. Payment of a **non-returnable** application and membership fee. The fee payable will depend on your portfolio size.
5. An agreement to allow LLAS to check properties for compliance with the scheme's requirements.
6. A commitment to improving property and management standards.

LLAS provides you with the option of carrying out a self-assessment of your properties and assistance in identifying where standards do not meet the legal or scheme requirements. Assistance is also provided in working out a plan to improve standards to meet these requirements.

LLAS provides you with the opportunity and assistance to take Continual Professional Development to help meet the demands of regulation and best practice.

Please complete and return this application form to:  
LLAS, 1 Roebuck Lane, Sale, Manchester, M33 7SY

Or contact us:

Email: [info@leedslas.co.uk](mailto:info@leedslas.co.uk)

Telephone: 0844 887 1406

Fax: 0161 972 0020

**Please read the application form and scheme requirements before completing your application and ensure that you understand and are willing to accept the scheme's requirements prior to completing the form and submitting your application and fee.**

**Please note that if property and management standards are found to be:-**

- **Significantly below the scheme's requirements or**
- **Not in compliance with current legislation or**
- **There is an imminent risk to the health and safety of the occupants or others**

**then your application to become a member of LLAS will be refused and the properties and details of ownership will be referred to the Council for them to take any action they may deem necessary.**

## Application Form for Membership of Leeds Landlord Accreditation Scheme (LLAS)

The application for LLAS membership is to be completed by:

- the owner where it is not a registered company (or one owner where ownership is in more than one name); or
- the most appropriate director for a registered company; or
- the most appropriate partner for a partnership; or
- the most appropriate trustee for a trust

### Details of Ownership

#### Trading Status

Sole Proprietor	
Partnership	
Limited Company	
Trust	

### Your Details

*To be completed by: Sole Proprietor; Senior Partner; Director; Trustee*

Owner's full name and title	Mr / Mrs / Miss / Ms / Dr / Other
Trading as/ Company (where applicable)	
Address for correspondence	
Post Code	
Telephone number	
Alternative Telephone number	
E-mail address	

### Details of any other Partners; Directors or Trustees

Full name and title	Mr / Mrs / Miss / Ms / Dr / Other
	Partner/Director/Trustee
Address for correspondence	
Post Code	
Telephone number	
Alternative Telephone number	
E-mail address	

Full name and title	Mr / Mrs / Miss / Ms / Dr / Other
	Partner/Director/Trustee
Address for correspondence	
Post Code	
Telephone number	
Alternative Telephone number	
E-mail address	

**Details of any Managing Agents acting on your behalf (if applicable)**

Company Name	
Trading as/ Company (where applicable)	
Address	
Post Code	
Telephone number	
Alternative Telephone number	
E-mail address	
Contact Name	

**Application and Membership Fee**

Your membership fee can be calculated by providing the following information

**Number of Properties under your ownership**

Please Tick Appropriate Box	Number of Properties	Fee
<input type="checkbox"/>	1-5	£45
<input type="checkbox"/>	6-10	£90
<input type="checkbox"/>	11-20	£135
<input type="checkbox"/>	21-30	£180
<input type="checkbox"/>	More than 30	£225

Unipol Member Yes  No  Unipol Membership Number \_\_\_\_\_

There is a £20.00 discount in the total fee for Unipol Members

## 1) Compliance with the Data Protection Act and sharing information

All information provided will be treated in confidence and in accordance with the Data Protection Act 1998. Only information which is essential to the LLAS and is needed for the purpose of managing and operating the LLAS will be held by us. This includes the details which we obtain from the Council, or other partners, at the outset of your membership of the LLAS or subsequently. The information we hold will only be used for the purposes of carrying out the scheme.

Only those staff employed by us or the Council in managing the LLAS, or the LLAS contract, will have access to your information. All staff will have received training in data protection and will be aware of their obligations under the Data Protection Act 1998.

### Sharing your information

As part of determining your eligibility for the scheme, we will need to carry out checks on the information you provide, and on your previous performance and conduct as a Landlord in Leeds. This will involve sharing your information with other agencies including the Police, Fire & Rescue Service, Office of Fair Trading, with relevant departments within the Council, for example Council Tax, Revenues and Benefits, and Finance.

We may also share information with the Council and the Council may share information with us which they hold. This is to enable us to see how you conduct your business as a landlord/agent and to keep the Council informed as to any issues or concerns. Likewise, we receive information and reports from the Council and we can make use of these reports/information for the purposes of managing the scheme, including taking action against you under the terms of the LLAS to require compliance with your LLAS responsibilities. Only information which is essential to the LLAS and which is needed for the purposes of the LLAS operation will be shared between us and the Council.

We may need on occasion to share a certain amount of information about you/your business with tenants/residents relevant to managing the LLAS, for example, in relation to complaints that might arise in respect of the state or condition of your property.

On occasion, in exceptional circumstances such as in relation to safeguarding issues or suspected fraud, it may also be necessary for us to share information with others if we consider this to be appropriate and necessary either in your interests or to assist us in ensuring that you carry out your responsibilities under the LLAS or to enable us to carry out our own responsibilities under the LLAS.

**Please sign and date below to indicate your consent to the sharing of your information in the circumstances set out above.**

1. I / we consent to the sharing of information concerning myself / our business to the parties set out above in order for RLAAS to determine my / our eligibility to join the LLAS.
  
2. I / we consent to the sharing of information concerning myself / our business between the Council and RLAAS where this is necessary for the purposes of operating and managing the LLAS. I understand that the Council may need to share this information with other scheme partners where this is considered necessary for the effective operation and management of the LLAS or to comply with the Housing Act 2004. Such disclosures will only take place where the processing can be justified under the Data Protection Act 1998.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Retaining your information

All information held by us will be securely retained.

If you cease to be a member of the scheme then we will retain your records for one year after which they will be securely destroyed.

Leeds City Council has contracted us to manage the LLAS on their behalf for a 5 year period commencing April 2011 and will monitor performance of the contract. If for any reason we cease to manage the LLAS in conjunction with the Council, then any information we hold (in paper or electronic format) will be returned to the Council.

**2. Fit and Proper Person Declaration**

All owners, directors, partners, trustees and employees of the landlord who have an active involvement in the management of properties under the control of the landlord are required to sign the following fit and proper person declaration.

<b>I (insert name)_____ declare that</b>	
Have you committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (c. 42) (offences attracting notification requirements)	Yes/No
Have you practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business	Yes/No
Have you contravened any provision of the law relating to housing or of landlord and tenant law.	Yes/No
I am happy to provide a copy of a Criminal Record Bureau report as part of the process of satisfying the 'fit and proper person' requirement of the scheme if requested.	Yes/No

Please provide further information to clarify your answers if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete if additional fit and proper person declarations are required.**

<b>I (insert name) _____ declare that</b>	
Have you committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (c. 42) (offences attracting notification requirements)	Yes/No
Have you practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business	Yes/No
Have you contravened any provision of the law relating to housing or of landlord and tenant law.	Yes/No
I am happy to provide a copy of a Criminal Record Bureau report as part of the process of satisfying the 'fit and proper person' requirement of the scheme if requested.	Yes/No

Please provide further information to clarify your answers if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please copy and complete if additional fit and proper person declarations are required**

### **3. General Declaration**

I declare that:

- I have read and understood the requirements of the Leeds Landlord Accreditation Scheme (LLAS) for Private Rented Housing and that all properties under my ownership which are let to tenants whilst I hold membership of the Leeds Landlord Accreditation Scheme will meet the said terms and conditions of the scheme subject to any transitional arrangements agreed by the authority;
- my conduct will be in accordance with the provisions of the LLAS and I will recognise the authority of a Review Panel and ultimately the relevant Council Chief Officer in the administration of the scheme;
- I acknowledge Leeds City Council's intellectual property rights over the scheme logo and the Council's coat of arms;
- I acknowledge and authorise the public disclosure of details relating to my name (trading name where appropriate), market sector and postcode area of properties I own for rent in Leeds during my membership of the LLAS.

To the best of my knowledge and belief the information provided on this application form is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(To be completed by Proposed Applicant/s)