



# Application for TEN: Temporary Exemption Notice House in Multiple Occupation (HMO)

If you have more than one house in multiple occupation you will need to complete a separate TEN application form for each property.

Please fill in the form using **BLOCK CAPITALS** and **black ink**.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the TEN application form.

It is a criminal offence to be in control of, or be managing a House in Multiple Occupation which is not licensed but is required to be so. It is also a criminal offence to make a false statement in an application for an HMO licence or to fail to comply with any condition of the licence.

**Address of property to which this application refers:**

Postcode:

## Part 1. Applicant Details

Full Name:

Address:

Postcode:

Contact Information:

Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Mobile:	<input type="text"/>	Other:	<input type="text"/>

## Part 2. Owners Details

Is the applicant the owner of the property?

YES:

Please go to Part 3

NO:

Please complete Part 2

*A valid current correspondence address MUST be provided for each owner.*

### OWNER 1 Details

Full Name:

Address:

Postcode:

Contact Information:

Telephone:

Email Address:

Mobile:

Other:

### OWNER 2 Details

Full Name:

Address:

Postcode:

Contact Information:

Telephone:

Email Address:

Mobile:

Other:

**OWNER 3 Details**

Full Name:

Address:

Postcode:

Contact Information:

Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Mobile:	<input type="text"/>	Other:	<input type="text"/>

**OWNER 4 Details**

Full Name:

Address:

Postcode:

Contact Information:

Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>

**Continue on a separate sheet if necessary and attach to your application.**

### **Part 3. Reasoning for Issue of Temporary Exemption Notice**

Please provide the Local Authority with a detailed explanation as to your reasoning for the issuing of a Temporary Exemption Notice on the property outlined above. (Please provide any supporting documents that may help your reasoning).

**Please continue on a separate sheet if necessary.**

## Part 4. Conditions of the Temporary Exemption Notice

If a Temporary Exemption Notice (TEN) is served on the 'person in control' or 'person managing' the property as outlined in Section 1, the property will not require a licence during the period for which the notice is in force.

A TEN is in force for a period of three months beginning with the date on which it is served. If the Local Authority either

- a) *Receives a further notification*
- b) *Considers that there are exceptional circumstances that justify the service of a second TEN in respect of the house that would take effect from the end of the period of three months applying to the first notice,*

the Local Authority may serve a second such notice on the person having control of or managing the house.

If the Local Authority decides not to serve a TEN in response to a notification they must inform the applicant of

- a) *The decision*
- b) *The reasons for it and the date on which it was made*
- c) *The right to appeal against the decision, and*
- d) *The period within which an appeal may be made*

A TEN can only be granted for the following prescribed reasons

- a) *Reducing number of occupiers below licensing requirements*
- b) *Removing all tenants to return to a single household*
- c) *Selling the property with vacant possession*

Supporting documents will be required in order to prove that the person having control of the property has begun the eviction procedure and/or copies of sale documents etc; these will be required within 28 days of your TEN being granted.

The person concerned may appeal to a First Tier Tribunal against the decision within the period of 28 days beginning with the date on which it was made.

## Part 5. Declaration

### Note to Applicants:

Please note that it is a criminal offence to knowingly supply information, which is false or misleading for the purpose of obtaining a TEN. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed or which has been incorrectly stated or described, your TEN may be revoked or other appropriate action taken.

### Declaration

I/We declare that the information contained in this application is correct to the best of my/our knowledge. I/We understand that I/We commit an offence if I/We supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/We know is false or misleading or am/are reckless as to whether it is false or misleading.

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

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

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

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

*In the case of partnerships or trustees, all partners or trustees must sign. In the case of a limited company, the form must be signed by a director or company secretary or other authorised officer, in which case we will require proof of authority.*

Please return the completed form along with supporting documents to:

**Royal Borough of Kingston upon Thames  
Residential Enforcement Team  
Kingston and Sutton Shared Environment Services  
Guildhall 2  
High Street  
Kingston upon Thames  
Surrey KT1 1EU**

e-mail: [privatesectorhousing@kingston.gov.uk](mailto:privatesectorhousing@kingston.gov.uk)