

Support Service Agreement: House in Multiple Occupation (HMO) Supported Application Service



If you have more than one house in multiple occupation you will need to complete a separate Support Service Agreement for each property where you require our support service to complete the HMO application process.

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

Please include your payment of £300 with this application.

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.

Address of property to which this agreement refers:

	Postcode:
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Full Name Including Title	
Contact Address	
Contact Number(s)	Phone 1: Phone 2:
Email	
Position with regard HMO (<i>manager/owner etc</i>)	
Other key personnel or information	

In accordance with the terms and conditions of this service as set out overleaf I hereby request and authorise the Residential Enforcement Team to support me with the making of an HMO licence application for the HMO address above.

I understand that the fee of £300 (incl. of VAT) (per HMO) must be paid before the Council engages in the HMO licence application support service.

I understand that the personal information that I have given to the Council is for the purposes of making an HMO licence application. The Council will not forward this information to outside organisations, without my prior consent.

I understand that the Private Sector Housing Team will, where applicable, inform any other interested parties (such as mortgage companies/joint owners) of the licence application.

I confirm that I have read the attached notes and agree to them.

Signed: _____

Date: _____

Full Name: _____

Payment Details

Payment must be made at the point of application.

Any applications received without payment, will not be processed.

Payment can be made in the following ways:

1. Credit or debit card.

Please call 020 8547 5589 / 4673 quoting HMO Licence payment, your name and property address.

2. By cheque

Cheques to be made payable to "Royal Borough of Kingston upon Thames".

3. By BACS payment

Lloyds Bank Plc

Bank Account Name: Royal Borough of Kingston upon Thames – Direct Credit Account

Branch Sort Code: 30-80-12

Bank Account Number: 14717168

Payment Ref: HMOLIC/(Please insert property address here as a reference)

Contact the Residential Enforcement Team:

This agreement should be returned to:

Royal Borough of Kingston upon Thames

Residential Enforcement Team

Shared Environment Service

Guildhall 2

High Street

Kingston upon Thames

Surrey KT1 1EU

e-mail: privatesectorhousing@kingston.gov.uk

Telephone Number: 020 8547 5003

For further HMO information: www.kingston.gov.uk/hmo

Terms and Conditions

Are there any further charges the Council will make regarding my application for a HMO Licence?

When the application is complete an HMO licence fee applies. This is calculated based on the number of storeys and units. This fee must be paid to the Council at the point of the application being submitted. Please refer to the website for further details regarding HMOs or see the HMO Factsheet that is provided with the Application Pack.

What service will the Council provide me for this fee?

You will be allocated a Case Officer to help you through the application process; the support service includes:

1. A site visit (access to all areas of the property will be required and access arrangements with tenants are to be organised by the landlord) to complete the HMO licence application form, take room measurements and advise you on any works that may be required at the property (including fire safety improvements).
2. You will be provided with a basic property layout which will include a plan of each floor with room sizes and fire safety measures (such as smoke alarms/fire doors). You will be provided written notification of any required works within 28 days of our inspection.
3. Advice on which certificates need to be submitted and obtaining them.
4. An office meeting to discuss the completed application form prior to submission to check that you are happy with it and to confirm all required information is provided and correct.

The support service will provide you, where necessary, with advice about letting your HMO.

What will not be included in the service?

The service closes at the point that the HMO application is made. Following this the application is processed by the Council and you will be kept abreast of progress, we aim to process all licence applications within 10 weeks but during busy periods this may vary. The application fee covers this process and a further inspection of the property which will be carried out within 12 months of the HMO licence being granted. During this inspection all works that were advised during the Support Inspection will be checked along with the general conditions of the HMO and it is expected that all works will have been completed to a satisfactory standard at this time. If there are outstanding works at the time of the second property inspection the Residential Enforcement Team may take enforcement action to ensure the standards required are met.

The Council will act on your behalf and provide you with the suitable number of occupants and households for the property. There are a maximum number of households and individuals allowed in a HMO and this is dependent on room number and sizes and the presence and type of amenities (such as bathrooms / kitchens). The numbers provided are a condition of your licence and must not be exceeded.

It is your responsibility that a copy of your licence is clearly displayed within a communal area of the HMO and that your tenants do not overcrowd the property.

What happens next?

On receipt of the signed agreement and payment you will be contacted within 10 days by a Residential Enforcement Officer to begin the support service application process.