



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

**Title of Business**

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**Address of Business**

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**Postcode**

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**Contact telephone number**

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**Email address**

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**Before you can renew your Managing Agent Accreditation status, the Council will inspect a representative proportion of properties that you manage. These properties will be chosen at the discretion of the Council.**

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

- List of properties managed in Sefton.
- List of Sefton accredited properties.
- Signed management codes.

**Attach the following documentation:**

- Tenancy Agreement (example).
- Tenancy Deposit Membership Certificate (if applicable).
- Certificate of membership to one of the following bodies: ARLA, RICS, NALS or NRLA.
- Certificate of membership from an approved Property Redress Scheme.
- Proof of membership of an approved client money protection scheme.



**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 Management Code of Standards and understand that any breach of these standards may result in the Managing Agent Accreditation status being rescinded subject to the Appeal process.
- I agree to positively market the Property Accreditation Scheme to Landlords
- I agree to regularly submit properties to Sefton Council's Property Accreditation Scheme
- I agree to inform the Scheme if I no longer manage accredited properties.

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

What encouraged you to re-join?

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What other incentives would you like to see introduced?

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_