



# HMO LICENSING

## Checklist for landlords and managing agents

Before you start an online application ensure you have the information and documents outlined in the checklist.

Documents should be scanned and uploaded as these will need to be submitted with the online application.

Information		Complete
1.	Full address of the property to be licensed.	
2.	<b><i>Names, Address, Postcode, telephone numbers and email of the following:</i></b>	
	The applicant	
	Proposed Licence holder (normally the owner of the property). Must have a UK address, if this is not the applicant	
	Proposed managing agent if there is one and if this is not the applicant	
	Mortgage company providing loan(s) in relation to the HMO to be licensed	
	Any owner(s) of the property to which the application relates i.e. the freeholder and any other leaseholders	
	Any other person who has an interest in any part of the property to which the application relates	
	Person(s) who collect the rents if this is not the proposed licence holder	
	Names of the tenants including children that occupy the HMO	
<b>NB:</b>	In relation to limited companies you are required to have the full company name, registered address, registration number, and the name of a person who can be contacted in relation to the licence. This information can be found on the internet by carrying out a free Companies House search at <a href="http://www.companycheck.co.uk">www.companycheck.co.uk</a> you should also include the trading address if this is different. An employee of a company cannot be the licence holder – it will be the	

	company itself	
<b>Documentation</b>		<b>Complete</b>
3.	Gas safety certificate (issued within the last 12 months- where there is a gas supply)	
4.	Electrical installation safety certificate (issued within the last 5 years) for the parts of building you own/control.	
5.	Emergency lighting certificate (issued within the last 12 months where emergency lighting is installed)	
6.	Fire alarm test certificate (issued within the last 12 months where a fire alarm system is installed)	
7.	Floor plans of the property detailing the size, layout and position of each room	
8.	Building regulations completion certificates for any building/conversion works undertaken after 1991 (where a building has been converted into flats or studio/bedsits). <b>This will only be required to demonstrate the property is not licensable and therefore no HMO application is required.</b>	
9.	Read the Camden Minimum HMO and Hostel standards the document can be found online: <a href="https://www.camden.gov.uk/ccm/navigation/housing/private-rented-housing/landlords/houses-in-multiple-occupation/?page=4#section-4">https://www.camden.gov.uk/ccm/navigation/housing/private-rented-housing/landlords/houses-in-multiple-occupation/?page=4#section-4</a>	
<b>NB:</b>	You are not expected to carry out any remedial works before an environmental health officer inspects the HMO.	