

## HMO LICENSING Checklist for applicants

Before you start an online application for an HMO application please ensure you have the information and documents ready as outlined in the following checklist.

**Documents should be scanned and uploaded as these will need to be submitted with the online application.** Please read in conjunction with the [Application Form Guidance](#)

	Information	Tick✓
1	Full address of the property to be licensed	
	<b>Names, address, postcode, telephone numbers and emails of the following:</b>	
2	<b>The applicant</b>	
3	<b>Proposed licence holder</b> if this is not the applicant - normally the landlord of the property. Must have a UK address. Where the landlord is an individual you must provide their home address i.e. <i>where they reside, C/o addresses are not acceptable.</i> This is a legal requirement. You must also provide the landlord's email and telephone number. See below for other 'legal entities' (companies, partnerships, trustees, etc.)	
4	<b>Proposed manager/managing agent</b> if this person is not the named proposed licence holder/applicant	
5	<b>Mortgage company</b> providing loan(s) in relation to the HMO to be licensed	
6	<b>Any owner(s)</b> of the property to which the application relates i.e. any other joint owners, the freeholder and any other leaseholders	
7	<b>Any other person who has an interest</b> in any part of the property to which the application relates	
8	<b>Person(s) who collect/receive the rents</b> if this is not the proposed licence holder	
9	<b>Names of the tenants</b> including children that occupy the HMO	
<p><b>UK Registered Companies</b> - If the landlord or manager of the HMO is a UK registered company you must provide their 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="#">Companies House GOV-UK</a>. An employee of a company cannot be the licence holder – it must be the company itself.</p> <p>You should also provide any other trading name and address of the company if this is different, e.g. <i>ABC Limited trading as XYZ at their trading address.</i></p>		

**Partnerships, sole traders and private businesses ‘trading as’** - If the proposed licence holder and/or their manager is a partnership please provide a named partner who agrees to be the licence holder (or manager) e.g. *Mr John Smith partner in the firm XYZ at their current address.*

**Trust and trustees** - If the owner and proposed licence holder is a trust, please provide the name of the person acting as a trustee who is legally liable for undertaking the formalities pertaining to the trust arrangement, e.g. *Mrs Joan Smith, Trustee for the ABC Trust at their current address*

<b>Documentation</b>		<b>Tick✓</b>
10	<b>Gas safety certificate</b> (issued within the last 12 months- where there is a gas supply)	
11	<b>Electrical Installation Condition Report (EICR)</b> (issued within the last 5 years) for the parts of building you own/control. (If the 5 year electrical safety inspection is due to be carried out you should not delay or put off submitting a licence application).	
12	<b>Emergency lighting certificate</b> (issued within the last 12 months where emergency lighting is installed)	
13	<b>Fire alarm test certificate</b> (issued within the last 12 months where a fire alarm system is installed)	
14	<b>Floor plans</b> of the property detailing the size, layout and position of each room	
15	<b>Renewal applications</b> - evidence which shows that any required works on the current licence have been completed if not already submitted to the council (e.g. certificates, photographs, etc.)	

### **Before you start - important information**

Camden’s HMO standards can be found online at: [camden.gov.uk/houses-multiple-occupation](https://www.camden.gov.uk/houses-multiple-occupation)

You legally must inform all of the interested parties about your intention to apply for a licence and you will be required to make a declaration with your application that you have informed them.

Prior to an HMO application being determined we expect the property to have (as a minimum) working smoke alarms in place and for it to be in reasonably good condition. For renewals, we expect the property to comply with the previously issued licence conditions.

As of 8 December 2020 we revised our enforcement policy whereby certain licences will be issued for a **1 year period only** (rather than the full 5 year period). Further details about the circumstances and considerations for issuing 1-year licences can be found on our website at: [Private sector housing enforcement policy.](#)