

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	
	<i>Names, address, postcode, telephone numbers and emails of the following:</i>	
2	The applicant	
3	Proposed licence holder 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	Proposed manager/managing agent if this person is not the named proposed licence holder/applicant	
5	Mortgage company providing loan(s) in relation to the HMO to be licensed	
6	Any owner(s) of the property to which the application relates i.e. any other joint owners, the freeholder and any other leaseholders	
7	Any other person who has an interest in any part of the property to which the application relates	
8	Person(s) who collect/receive the rents if this is not the proposed licence holder	
9	Names of the tenants including children that occupy the HMO	
<p>UK Registered Companies - 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 Companies House GOV-UK. 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*

Documentation		Tick✓
10	Gas safety certificate (issued within the last 12 months- where there is a gas supply)	
11	Electrical Installation Condition Report (EICR) (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	Emergency lighting certificate (issued within the last 12 months where emergency lighting is installed)	
13	Fire alarm test certificate (issued within the last 12 months where a fire alarm system is installed)	
14	Floor plans of the property detailing the size, layout and position of each room	
15	Renewal applications - 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.](#)