

Fit and Proper Person Ref Number:

## HOUSING ACT 2004 PART 2

### Declaration in respect of a fit and proper person (To accompany an application for an HMO Licence)

Name:.....Date of Birth:.....

1. In connection with the application dated ..... for an HMO Licence  
in respect of: .....

.....

.....(Address)

I hereby declare that I am

(i) the proposed licence holder, (ii) the manager of the property to whom rent  
is paid (if different from (i) above),

(iii) someone who is otherwise engaged in the management of the property  
(delete as appropriate)

and that I am a fit and proper person to be engaged in that capacity.

2. In support of the above declaration I confirm that I :-

(i) do not have any unspent convictions particularly in respect of  
any offence involving fraud or other dishonesty, or violence  
or drugs, or any offence listed in Schedule 3 to the Sexual  
Offences Act 2003 (offences attracting notification  
requirements);

(ii) have not been found guilty by any court or tribunal of  
practising unlawful discrimination on grounds of sex, colour,  
race, ethnic or national origins or disability in, or in  
connection with, the carrying on of any business;

(iii) have not had any judgements (whether civil or criminal)  
made against me under housing, environmental health,  
public health or landlord and tenant law;

(iv) have not acted otherwise than in accordance with any  
applicable code of practice approved under section 233 of  
the Housing Act 2004.

And to the best of my knowledge (i) to (iv) above do not apply to anyone who  
is associated with me and is also involved in the management of the property  
(associate includes husband, wife, colleague and business partner).

3. Also please indicate and give details if you have:

i) Been in control of any property subject to a control order  
under S379 of the Housing Act 1985 or demolition order in  
the last 5 years;

continued overleaf...../

- ii) Been in control of a property that has been subject to the service of an improvement notice, a prohibition order, a hazard awareness notice, or emergency remedial action under the Housing Act 2004.
- iii) Been refused a licence or had a licence revoked for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- iv) Been found to have breached a condition on a licence for any property in relation to HMO, additional or selective licensing under the Housing Act 2004;
- v) Been in control of any property which has been the subject of an Interim or Final Management Order or a Special Interim Management Order under the Housing Act 2004.

Details of above:

.....  
 .....  
 .....

I/We accept that in connection with the checking of the accuracy of this declaration that the local authority will share this information with other statutory bodies, particularly other local authorities and the Police.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.

Signed:

Date:

Name:

**IF YOU ARE UNABLE TO SIGN THE ABOVE DECLARATION YOU SHOULD GIVE BRIEF DETAILS HERE.**

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 .....  
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