

HOUSING ACT 2004 – PART 2, LICENSING OF HOUSES IN MULTIPLE OCCUPATION

Please complete this declaration if you can confirm that the property will no longer be a licensable HMO once the current licence expires, or if you will no longer be responsible for the property. Once complete, please email the form to: privatesectorhousing@runnymede.gov.uk

Property Address:

I consider that I do not need to apply for a new licence for this property once the current licence expires for the following reason (please tick the most appropriate box): -

- The property will still be rented out as a HMO but to less than five occupiers. I have no intention of letting it to five or more persons.
- The property has been converted entirely into self-contained flats.
- The property will be rented out only to a single household. I have no intention of renting out the property as a licensable HMO.
- The property will be occupied only by myself or my family.
- The property is currently vacant. I have no intention of renting out the property as a licensable HMO.
- The property is currently for sale, and I anticipate that the sale will be completed before the current licence expires.
- The property is no longer owned or managed by me
If this is the case, please provide details of the new owner or manager below (if known).

Name of new owner or manager:

Address:

..... Tel No

Please provide copies of any documentary evidence to support your declaration such as tenancy agreements or sales particulars

Declaration: I confirm that the information given is true to the best of my belief and knowledge.

Name (Print):

Signature: Date:

Please note that if circumstances should change in the future so that the property becomes a licensable HMO once more and you are still responsible for it then you must apply for a licence. Spot checks of potentially licensable properties may be made, and any unlicensed properties will be fully investigated.

IF YOU ARE IN ANY DOUBT ABOUT YOUR OBLIGATION TO BE LICENSED, PLEASE CONTACT US:

Private Sector Housing
Telephone: 01932 838383
Email: privatesectorhousing@runnymede.gov.uk