

CONFIRMATION CHECKLIST FOR FIVE (5) YEAR HMO LICENCE

Note: This form is to be completed by the proposed licence holder in all cases when applying for a five (5) year HMO licence. Version 7 (March 2026). A signed confirmation checklist is required per property and on every renewal licence application.

Renewal application reference number: _____

By (Full name) _____

Made in connection with the application for a five (5) year licence for the House in Multiple Occupation known as: (ADDRESS OF HMO) _____

I confirm

Tick	Criteria
	I have completed a valid application when sent the first renewal reminder. A valid application consists of: 1) A renewal application form submitted, 2) Stage one fee payment and 3) Signed declaration returned (this is different to this checklist and was sent with your renewal reminder)
	I understand that Oxford City Council will check there are no fit and proper person concerns
	I understand that Oxford City Council will check that the property meets minimum standards and there are no additional conditions required
	I confirm that I have submitted all my safety certificates to Oxford City Council HMO Application team and they are current. I confirm the certificates give a continuous history and previous certificates can be submitted if necessary. "Safety certificates" means gas safety certificate (if installed), electrical safety certificate, smoke detector (alarm) / fire alarm test certificate or declaration and emergency lighting certificate (if installed)
	I understand Oxford City Council will check there are no justified service requests relating to the property
	I have an EPC with a minimum rating of E or a registered exemption
	I confirm I have a suitable and sufficient fire risk assessment for the property which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. The assessment is reviewed regularly, and I can provide a copy on demand. I understand that the Fire and Rescue Authority may also audit my fire risk assessment, and the Council's acceptance of this declaration does not protect or exempt me from any action taken by the Fire and Rescue Authority.
	I confirm the house meets the planning permission requirements – either an express change of use or certificate of lawful use has been granted or historic permitted developments apply. Note: 7 or more persons HMOs must have the express change of use or certificate of lawful use. Historic permitted development rights do not apply in this case.
	I confirm all building work at the property requiring building control approval has been properly certified
	I confirm I will pay the stage two fee when requested by the Council
	I have:* • SOLE full management responsibility • JOINT Management responsibilities with the managing agent • GIVEN full management responsibilities to the managing agent
	I am/am not* accredited with an accepted accreditation scheme (see over). If accredited, state accreditation number and expiry date and send copy of certificate. <u>A copy of the accreditation certificate must be sent with every application.</u> OR The managing agent is / is not* accredited with an accepted accreditation scheme (see over). <u>Where the management agent is accredited, they must be listed on our website.</u> https://www.oxford.gov.uk/landlord-accreditation-scheme/accredited-landlords-agents
	I understand that Oxford City Council will carry out periodic audits of my property files and if necessary

	may conduct unscheduled visits to the property at any reasonable time, and if any issues are found my licence may be varied (to include reducing the licence length) or revoked
	I understand that I commit an offence if I supply any information to a Local Housing Authority in connection with any of their functions under Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am reckless as to whether it is false or misleading.
	I DECLARE that the information set out above is true and accurate in relation to my role as licence holder for the above property and that the information provided is correct to the best of my knowledge.

SIGNED: _____ **DATED:** _____

LICENCE HOLDER

*circle as appropriate

Accreditation schemes – see the table below for the accepted accreditation schemes

Landlord Schemes	Agent Schemes
Existing OCLAS – Oxford City Council Landlord accreditation scheme - The scheme is no longer run by Oxford City Council and instead we have partnered with ATLAS (Accreditation & Training for Landlords and Agents Service).	ARLA (Association of Residential Letting Agents) Property mark Protected Agency with one member Level 3 qualified (English law)
NRLA – National Residential Landlord Association	UKALA - UK Association of Letting Agents with one member Level 3 qualified (English law)
(ATLAS) Accreditation & Training for Landlords and Agents Service (includes London Landlord Accreditation Scheme and other local authority schemes in the south east)	Safeagent - Protected Agency with one member Level 3 qualified (English law)
DASH (Decent and Safe Homes Scheme)	National Code of Standards for Larger Developments for University Accommodation NOT managed or controlled by University Establishments
Midlands Accreditation Scheme / Homestamp	
Guild of Residential Landlords	

Notes

- Letting agents must be accredited with one of the agent schemes to be considered for a 5 year licence.
- Landlords can be accredited with either a landlord or agent scheme.
- Where the licence holder employs a managing agent to fully manage the property, then either the licence holder or the managing agent needs to be accredited to receive a five year licence. • Where the licence holder is not accredited, then the managing agent must be accredited and have full management responsibility for the property to be considered eligible. If the managing agent has part or no management responsibility and the licence holder is not accredited, the property will not be eligible to receive a five year licence.
- ARLA, Safeagent and UKALA must also have one member of staff qualified with Award in Residential Letting and Property Management at Level 3 (English law) ideally with HMO and disrepair element