

## **Guidance notes for completing HMO application form**

### **Q612 – What is a joint application?**

Where two or more individuals are the joint landlords all of those persons should be joint licence holders (each would be jointly and severally liable) unless those persons have agreed that only one (or more of them) should hold the licence.

### **Q621\_a – When is a converted property a licensable HMO?**

When a converted building does not entirely comprise self-contained flats (whether or not there is also a sharing, or lack, of amenities). This can include buildings where at least one of the flats has a basic amenity (toilet, bathroom or kitchen) outside the main front door of the flat, even if the amenity is provided for the exclusive use of the occupant. The building will meet the test even if all the other flats in it are self-contained.

### **Q621\_h - Do you supply, as part of any tenancy, any upholstered furniture to which the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) apply?**

Upholstered furniture is any furniture with soft fillings/stuffing and fabric covers, such as sofas/sofa beds, armchairs, futons, beds, mattresses, etc. New upholstered furniture supplied with the tenancy should have a permanent label to show that it meets with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 and 2010). Beds or mattresses won't have this label, but should have one which states compliance with BS 7177.

### **Q621\_i - Do you provide any portable electrical appliances for your tenants?**

There is no legal obligation in the case of rented residential accommodation to carry out a portable appliance test (PAT test). However, PAT testing satisfies the obligation to ensure that any portable appliances that the landlord provides under the tenancy are safe at the point of letting, and at periodic intervals after that.

It is recommended that when providing portable appliances for tenants, the landlord should check that every appliance has a CE mark, and to only provide appliances with additional safety marks e.g. the British Standard Guidance mark or the BEAB approved mark. Tenants should be provided with instruction manuals and be told to read and follow them.

### **Q622\_a - Number of households occupying the property.**

A single household refers to persons who are all members of the same family such as, married and cohabiting couples of the opposite and same sex, and other relationships. A 'relationship' means parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew, niece, cousin and relationship of the half-blood. Additionally, a person living with his/her employers family or in accommodation supplied by his/her employer is classed as living in the same household, such as an au pair, carer, gardener or personal assistant etc. A person is treated as occupying a house in multiple occupation if they are a migrant worker, student, asylum seeker or occupant of a refuge.