

The South East Alliance of Agents, Landlords and Residents application for membership

CAPITAL LETTERS PLEASE

full name of applicant

name of contact if different from applicant

address for correspondence

email

telephone

mobile

APPLICANT TYPE

Landlord

Agent

Individual

Ltd Company

Other please give details*

*

IF AN AGENT

which year did the business commence?

approx number of properties managed?

to which trade/regulatory associations do you belong?

ARLA

NALS

other*

UKLAP

ELA

NLA

UKALA

Membership Number of your trade
or regulatory association

how are Tenancy Deposits covered?

TDS

DPS

other*

*please give details

IF A PRIVATE LANDLORD

when did you first become a landlord?

approx number of properties owned/managed?

to which trade/regulatory associations do you belong?

NLA

RLA

ELA

other*

Membership Number of your trade
or regulatory association

how are Tenancy Deposits covered?

TDS

myDeposits

other*

*please give details

Has the applicant or any other person connected with the applicant ever been convicted of an offence involving the letting or management of residential properties?

yes no If 'Yes' please provide full details

I declare that, to the best of my knowledge and belief, all of the above information is correct, and I hereby agree to abide by the SEAL Code of Conduct. I will advise SEAL of any changes to the above within two working days of such changes occurring.

Signed by

On behalf of the applicant

Date



membership subscription rates **per annum:**

Landlord up to 30 properties £30 • Landlord over 30 Properties £150 • Agent £150

The South East Alliance of Agents, Landlords and Residents 'SEAL' Code of Conduct and Objectives November 2012

Members of **SEAL** will be affiliated to a relevant recognised association, ARLA, NAEA, UKALA or NALS for agents, and NLA or ELA for landlords managing their own tenancies.

SEAL will provide a list of Membership to the Council and update as necessary.

SEAL together with the Council will arrange a promotional programme to attract and increase its membership. This will include the organisation of meetings designated to offer help and advice to **SEAL** members, vocational training, and development of standard documentation and high standards for working practices in the Borough. This will be promoted through the provision of a regular slot and Exhibition Stand at the Landlords Forum regularly held by the Council.

All properties managed under membership of **SEAL** will carry identification in order that the Council will be able to signpost services and refer back to **SEAL** to take appropriate action when complaints or issues occur.

Upon written request from Council officers or relevant individuals **SEAL** will provide contact details for their members.

Prior to completing a tenancy, members of **SEAL** will obtain relevant, up to date written references on all applicants and guarantors, or other appropriate documentation. This documentation will be made available to the Council on request.

As **SEAL** grows, a mutual referencing system will be developed to support the references.

Members of **SEAL** will arrange for check-in inventories, regular schedules of condition or property inspections, to include dated photographic evidence where relevant, of both inside, and back and front of the exterior of the property. Entry and exit meter readings to be taken. All inventories and schedules will be signed by the tenant and agent/landlord.

Members of **SEAL** will append an agreed Anti-Social Behaviour clause to all future tenancies, now agreed by the **SEAL** Board, bearing in mind legal and practical implications.

At the commencement of a tenancy, members of **SEAL** will provide tenants with written information to assist the tenants with the smooth running of their tenancy, in either hard copy or electronic.

SEAL & the Council have compiled this to include :

- useful contact numbers,
- refuse collection dates and recycling advice,
- advice on dealing with problems and maintenance issues.

SEAL will use its best efforts to ensure tenancies instituted and managed by its members comply with all current legislation in respect of gas and electrical safety in rental properties; members will initiate a programme to install smoke alarms in all **SEAL** managed properties. The installation programme to be agreed with the Council.

Gas Certificates and Energy Performance Certificates(available on line) will be provided by **SEAL** on written request from the Council officers and other relevant individuals.

SEAL members will ensure that their properties are in good condition, and will use their best efforts to carry out all repairs in a reasonable time frame.

The Council will advise **SEAL** of any complaint received in respect of property condition and would be open to inspection from the Council on receipt of a formal written request. Where there are doubts regarding the condition of the property, **SEAL** will actively encourage members to undertake repairs and improvements.

SEAL will work together with the Council and other relevant organisations to take all reasonable measures to ensure :

- Proper refuse facilities are in place,
- property frontages are kept clean and tidy
- bulky rubbish items are removed quickly and efficiently

A clause will be inserted and emphasised in all tenancy agreements stating to tenants that it is their responsibility to keep property front and back, clean and tidy, and that no bulky rubbish items are to be left on property frontages without proper storage facilities.

Failure to adhere to this will result in action being taken against the tenant.

SEAL members will :

- change all relevant locks where previous tenants have not returned the keys
- Inform relevant utilities companies and the Council of new tenancies, and when a tenant vacates a property
- Provide written receipts for rental payments made in cash
- Provide tenants with written details of their complaints procedure

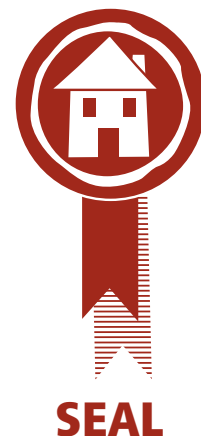
Members of **SEAL** will work with the council to ensure that when tenants are at risk of eviction, and approach the Council for advice that every effort will be made to work together for the benefit of both organisations, to prevent unnecessary expense and prolonged occupation at the accommodation, taking into consideration the Council's statutory duties and legislation.

SEAL will work with the Council to develop Mediation procedures between **SEAL** members, tenants and the Council.

SEAL will discourage members from issuing eviction procedures in retaliation for making a formal complaint to Environmental Health or the PRS Department Officers.

Members of **SEAL** will inform the Council when issuing notice for possession/ notice to quit to tenants.

SEAL will work together with the Council and other relevant agencies, including the Police and SMAART to develop practical and legal procedures to effectively deal with Anti-Social Behaviour occurring in **SEAL** managed properties.



working together for a better Southend-on-Sea



definitions

- A **SEAL** The South East Alliance of Landlords, Agents and Residents
- B **The Council**- Southend on Sea Borough Council including its Officers and Councillors
- C **The Borough**The Borough of Southend on Sea
- D **SEAL Managed Properties** Properties with tenancies instituted and managed by Members of **SEAL**