

safeagent Accountant's Declaration

This declaration is to confirm that the firm have book-keeping procedures in place to handle client monies in line with the **safeagent** accounting standards.

Particulars of safeagent applicant firm

Legal Name <i>(e.g. Smith & Co LLP or Smith & Co Limited or Mr Smith T/A Smith & Co)</i>	
Company Number <i>(if applicable)</i>	
Trading Address	

Client Account(s) held by the firm

Please provide details of all client accounts of the firm (including rent and deposit accounts). Please note **safeagent** will cross reference this information with bank letters provided to us by the agent verifying the account(s) held.

Client Account numbers (please list):

Deposit Scheme Information

Please provide the following details of the current position *at the time of completion of the Report*.

Deposit scheme(s) with which the firm is registered	
Value of deposits registered with the deposit scheme(s)	
Balance of client account(s) holding those deposits*	

**Only required for firm who use an insurance backed deposit scheme and hold the client deposits in their client account.*

Confirmation of Client Account Balance

As part of the firm's accreditation with **safeagent**, the firm will make a contribution to the **safeagent** Client Money Protection (CMP) Scheme. The firm's contribution to that scheme is based on the highest client account balance at any one time (excluding any balances relating to deposits).

Please confirm which band the agent will fall in to:

£0 - £500,000	<input type="checkbox"/>
£501,000 - £1million	<input type="checkbox"/>
Over a million	<input type="checkbox"/>

Length of time trading

Please confirm the date the firm began trading in lettings and/or management

If the firm have been trading for over 12 months but not previously met the **safeagent** accounting standards, please provide details of any breaches below:

Please tick to confirm that all client monies which should be present are intact

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Particulars of Accountant (Chartered or Certified)

Accountant's Full Name	
Accountancy Firm	
Address	
Email Address	

Qualification held

Please note that the qualifications shown on the form are the only ones that **safeagent** recognise for the purpose of signing the report as these are listed as Recognised Supervisory Bodies (RSBs) for the purpose of statutory audit by the Financial reporting council.

Qualification (please circle)	Registration No
ACCA FCCA ACA FCA CA (Scotland only)	

Declaration

I/we confirm that the above company have book-keeping procedures in place for the recording of transactions in relation to Client Money.

I/we confirm that I/we understand that safeagent will rely on this report.

Signature:.....

Date:

safeagent Client Accounting Standards

Standard 1

Duty to maintain a separate Client Account(s)

All **safeagent** firms who receive clients' money must only hold client monies in a UK bank or building society authorised by the Financial Conduct Authority into which they must pay without delay any money which is held on behalf of client landlords or tenants.

Clients' money must be held by a firm in such a way that it is not available for the ordinary trading purposes of the business nor used as security for any loan or for meeting any personal or business liabilities.

The Standards which follow deal with approved forms of withdrawal from the Client Account(s) and are designed to enforce this main purpose of separate accounts.

When operating any form of Clients' Account the bank or other institution should be advised that the money is to be held in a separate account from the firm's own money and should be instructed to handle the account(s) in accordance with these standards.

Bank charges for operating all forms of Clients' Account(s) must be paid out of other resources and not charged against any client account(s).

Standard 2

Withdrawals from a Client Account

Money may be drawn from Client Account(s) only under the following circumstances:

- (a) For payment properly authorised to the person entitled to receive it
- (b) In discharge of a sum owed to the firm by the person otherwise entitled to receive it
- (c) For payment into another client account kept by the firm
- (d) To correct an inadvertent overpayment into the account
- (e) To withdraw interest which has accrued on the account
- (f) For payment of the firm's fees and/or disbursements provided that the client has a copy of the firm's account and the client has authorised payment in writing or payment is permitted by the firm's Terms of Engagement
- (g) If there are sufficient funds available to the credit of the client to fully cover the payments

Standard 3

Record keeping

All **safeagent** firm must maintain proper internal accounts showing the up-to-date position in relation to circumstances outlined in Standards 1 and 2 above. At all times balances on the client account(s) must satisfy the indebtedness shown in internal accounts.

Standard 4

Firms trading for less than 12 months at date of application to safeagent. Firms applying for **safeagent** accreditation who have been trading for less than 12 months must provide a Declaration by an Accountant in the format provided by **safeagent** confirming that the firm has bookkeeping procedures in place for handling clients' money.

After the first six months of **safeagent** accreditation, the firm must provide an Interim Accountant's Report confirming compliance with **safeagent** Accounting Standards.

Thereafter the Report must be provided annually within 6 months of the end of the firm's accounting year.

Failure to provide a Report within the given time will lead to the withdrawal of **safeagent** accreditation.

Submission of the Report

This Report may be signed in the name of the firm of accountants of which you are a partner or employee, provided that your full name is also specified.

The report must be completed by a Chartered or Certified Accountant. The Qualifications shown on the form are the only ones **safeagent** recognises for the purposes of signing this report.

The report must be submitted to **safeagent** directly from the Accountant by either post to **safeagent**, Cheltenham Office Park, Hatherley Lane, Cheltenham, GL51 6SH or emailed to info@safeagents.co.uk. Postal submissions should include either a covering letter or compliment slip.