

Application Declaration and Firm's Undertaking

To be completed by the director(s) of the firm

The applicant undertakes to the Approved Letting Scheme Limited T/A safeagent that the applicant's office(s) as detailed on this form will:

1. Only offer and provide residential lettings and management services which at least meet the standards which have been prescribed (and which I have read) by **safeagent** and agree to provide clients with a written statement setting out the services our firm provides and the charges.
2. Maintain and operate an appropriate customer complaints procedure which meets the requirements of **safeagent** and the redress scheme of which you are a member.
3. At the request of the client complainant refer the complaint to a redress scheme once your firm's in-house complaints procedure has been exhausted and comply with any award so determined within the timescale prescribed by the Scheme.
4. Pay the annual subscription fee and Client Money Protection contribution within one month of the due date. In the event of a firm terminating their accreditation or having their accreditation terminated by **safeagent**, the annual subscription and Client Money Protection contribution is non-refundable.
5. Maintain Professional Indemnity Insurance to comply with the requirements described in this form.
6. Supply an Accountant's Report annually within 6 months of the firm's financial year end satisfying that the firm is complying with the **safeagent** Accounting Standards for the handling of Client Money.
7. Maintain membership of a recognised Client Money Protection Scheme.
8. Display the Scheme's logo where customers can see it and in the event of its withdrawal or removal* from the Scheme, nonetheless fulfil the terms of the **safeagent** accreditation in relation to clients with whom terms of appointment for residential lettings and/or management services were agreed after the applicant joined the Scheme and discontinue use of all material relating to **safeagent**.
9. In the event of expulsion from **safeagent**, the applicant firm acknowledges and agrees that, in the event of ceasing to be accredited by the Scheme as a result of any breach by the applicant of the undertakings set out above, the Approved Letting Scheme Limited T/A **safeagent** may:
 - a. contact any relevant authority (including the Competition and Markets Authority and any Trading Standards Officer) of the fact of cessation of the applicant's accreditation and the circumstances surrounding such cessation; and/or
 - b. publish the fact of the cessation of applicant's accreditation (and the circumstances surrounding it) by such means as the Company considers appropriate.
 - c. inform the statutory tenancy deposit schemes and Redress Schemes of the termination of the firm's accreditation.

I DECLARE that to the best of my knowledge and belief:

1. that statements set out in the application form are correct
2. I have read and understood and agree to abide by the terms of **safeagent** accreditation as set out in the application form.

Signature _____ Name _____ (BLOCK CAPITALS)

Date: _____ Company Name: _____

To be signed by one Director on behalf of the firm.

Declaration

I confirm that: for a period of 10 years prior to this application I have had no conviction for any criminal offence (excluding any motor offence not resulting in a custodial sentence) nor have I been guilty of conduct which would bring the Scheme or myself into disrepute; I am not an undischarged bankrupt nor is there any current arrangement or composition with my creditors; I am not nor have I been a director of a company which has within the period of 10 years prior to this application entered into liquidation whether compulsory or voluntary (save for the purpose of amalgamation or reconstruction of a solvent company) nor had a receiver appointed of its undertaking nor had an administration order made against it nor entered into an arrangement or composition with its creditors; nor have I at any time been disqualified from acting as a Director of a company nor subject to a warning or banning order from the Competition and Markets Authority or the Department for Business, Innovation and Skills. If I am subject to any current claim or am aware of any impending claim for professional negligence or loss of money or if I have been the subject of any investigation by the Competition and Markets Authority and/or local Trading Standards Office, full details of the circumstances are set out in a report enclosed with the application; all information provided by me in connection with this application is, to the best of my knowledge, correct.

I DECLARE that to the best of my knowledge and belief:

(a) Statements set out in this application form are correct.

(b) I have read and understood and agree to abide by the terms of **safeagent** accreditation as set out in the application form.

Signature _____ Name _____ (BLOCK CAPITALS)

Signature _____ Name _____ (BLOCK CAPITALS)

Signature _____ Name _____ (BLOCK CAPITALS)

* To be signed by all directors of the firm. Where a Director is unable to sign this Declaration, supporting information should be supplied when submitting the application to **safeagent**. The Board considers all such cases on an individual basis.

Company Name _____ Date _____